



Pickens County Board of Education Job Descriptions

FEDERAL PROJECTS COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Months

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Certification as a teacher.
2. An earned master's degree from a recognized college or university.
3. Three years of experience as a school administrative staff member.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- To utilize federal funding opportunities to as great advantage as possible to benefit the educational excellence of the district's programs, facilities and personnel.
- Studies all federal legislation, projects, and programs for the possibilities and opportunities offered relevant to the needs of the district.
- Information, interprets, and recommends to the Superintendent the effects of current and impending federal legislation.
- Assists the Superintendent and professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
- Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
- Obtain information, data, and application forms necessary to fulfill the requirements of application.
- Assumes responsibility for the writing of all project proposals to be submitted to the State Department of Education or other designated agencies for approval in the manner required under the law.

- Considers and evaluates all requests from school personnel for projects and programs requiring federal moneys.
- Establishes standard practices and procedures for receiving and processing such requests.
- Serves as liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
- Works with the professional staff in analyzing and evaluating the effect of all federal programs in operation in the district.
- Prepares and administers a budget for assigned department.