



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

- POSITION:** Project Coordinator, Grant Funded
18.75 hrs. per week
- LOCATION:** Mountain Communities Family Resource Center
- SALARY:** \$14.75 - \$18.14 per hour
- SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.
- APPLICATION PROCEDURE:** Submit a letter of interest to Rodney Wallace by Tuesday, February 3, 2015.

El Tejon Unified School District

PROJECT COORDINATOR

Job Description

(.46 FTE)

JOB SUMMARY:

The District's Project Coordinator will report to the assigned "Project Director". The Project Coordinator will provide support to the Project Director to complete project mission and/or grant goals and objectives. This position will be responsible in completing specific assignments, assigned by Project Director, efficiently and in a timely manner.

MAJOR DUTIES AND RESPONSIBILITIES:

- **Cultural Competence:** Ability to understand, communicate, and effectively interact with people of different cultures
- Establish and strengthen program partners among the mountain communities, private nonprofit organizations and appropriate county agencies
- Provide support to the Program Director in relation to program and/or grant specific activities
- Be responsible for the detailed coordination and implementation program goals and objectives
- Serve as district representative/liaison on District, County and State Committees as appropriate and/or assigned by Project Director
- Work cooperatively with all other program staff and/or program volunteers
- **Travel:** Attend workshops, trainings, meetings and/or conferences related to specific project
- **Specific Duties:** See Program Specific (PS) Attachment

SPECIFIC DUTIES:

- As assigned by Project Director in accordance with the specific program/grant goals and objects (see PS attached)

KNOWLEDGE OF:

- Specific Program efforts attached to program and or grant goals and objectives (see PS Attached)
- Willingness to learn and stay abreast of local, state and federal laws as they relate to areas of responsibility
- General office equipment and computer programs, i.e. Word, Excel, Publisher, Power Point (See PS Attachment, if applicable)

EMPLOYMENT STANDARDS:

Training and Experience:

Administrative experience

Preferred experience and/or degree in project activities (See Program Specific Attachment, if applicable)

Demonstrated leadership experience desired

Ability To:

Work well with people

Communication clearly and effectively

Organize and prioritize work

Be resourceful and adapt to change

Act decisively and accept responsibility for details

PROJECT COORDINATOR - JOB DESCRIPTION

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Manage time effectively

Maintain a professional demeanor which establishes a desirable model for colleagues

Incorporated within one or more of the mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings or various configurations.
- Ability to circulate for periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand normal conversation.
- Ability to bend, twist, stoop and reach

SALARY AND TERMS OF SERVICE:

Salary Range: \$14.75 - \$18.14 Per Hour (.46 FTE)

Project Coordinator
Program Specific Attachment
for
Drug-Free Community Support Grant (DFC)

This Project Coordinator position will have responsibility to the Mountain Communities Coalition Against Substance Abuse (MCCASA) goals listed below:

GOAL 1: Establish and strengthen among communities, private nonprofit agencies, and Federal, State, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.

GOAL 2: Reduce substance abuse among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

DFC Project Coordinator responsible for technical and/or youth programs (examples):

- Provide support to the Program Director for DFC reporting requirements
- Collect MCCASA related data to track substance abuse related data (e.g. California Healthy Kids, school district expulsion & suspension rates, sheriff reports, etc.)
- Track all in-kind for grant matching requirements
- Conduct awareness raising activities in relation to DFC grant goals and annual Action Plan
- Coordinator activities for DFC grant, including youth leadership conference, MCCASA meetings, etc.
- Participate in MCCASA leadership development and environmental strategies training
- Provide media outlets with MCCASA activities and news
- Create database of MCCASA members to provide meeting minutes and reminder notifications
- Learn and stay abreast of local, state, and federal laws as they relate to areas of responsibility, i.e. Social Host (Cool Parent) Law, Kern County Park ordinances
- Coordinator coalition/youth activities for DFC grant (i.e. public presentations, designing brochures for parents, and other environmental strategies used to decrease youth substance abuse)
- All other activities required by Project Director for DFC grant