



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Katherine A. Kleier**  
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 Katherine Kleier by Wednesday, November 7, 2012.

## 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.

**1. Project Coordinator responsible for DFC technical aspect of program**

**examples:**

- Provide Local Media with MCCASA activities and news
- Participate in MCCASA leadership development and environmental strategies training
- Collect MCCASA related data to establish baseline measures & track substance abuse related data (e.g. California Healthy Kids, district expulsion & suspension rates, Sheriff, and ambulance reports)
- Create parent network list for monitoring parties and social events
- Create database of MCCASA members
- Willingness to learn and stay abreast of local, state and federal laws as they relate to areas of responsibility, i.e. Social Host (Cool Parent) Law
- Assist youth in designing informational brochures to parents
- All other activities required by Project Director for DFC grant

**2. Project Coordinator responsible for DFC youth aspect of program examples:**

- Provide Local Media with MCCASA youth activities and news
- Participate in MCCASA leadership development and environmental strategies training
- Establish Youth Coalition to participate with regular coalition activities
- Coordinator youth activities for DFC grant (i.e. garbology project, public presentations, etc.)
- Be trained in and conduct youth-oriented strategic planning process
- Assist youth in disseminating informational brochures to parents
- Conduct awareness raising activities in relation to DFC grant goals
- Coordinate youth to participate in "Straight Up Reality Parties" project
- Coordinate youth to participate in classroom "fishbowls" to glean information about attitudes and beliefs around marijuana use
- Coordinator youth for Mountain Enterprise "Youth Beat" project
- All other activities required by Project Director for DFC grant