

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AMERICAN RESCUE PLAN (ARP) PROJECT MANAGER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience in teaching, administration or related experience
- (3) Grant development and management experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of effective proposal and application development. Knowledge of uniform guidance for federal projects. Ability to create timelines and budgets. Skills in developing curriculum objectives, activities and evaluation. Ability to work effectively with various educational personnel and to coordinate the work of others. Skills in written and oral communication, planning, and organization. Ability to collect, analyze and interpret data using web based reporting systems.

REPORTS TO:

Assistant Superintendent (Academic Services and/or Support Services)

Job Goal

To successfully oversee the implementation of projects funded through ESSER II or ESSER III.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employments shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

PROJECT MANAGER (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Manage and implement all aspects of the American Rescue Plan projects (ESSER II/ESSER III).
- * (2) Prepare and monitor the program budget.
- * (3) Coordinate and plan grant activities.
- * (4) Assist in the preparation of long-range plans for American Rescue Plan projects.
- * (5) Communicate, through meetings and written material, information that will keep staff and members informed of grant policies, procedures, changes, and updates.

- * (6) Ensure that projects meet their program objectives.
- * (7) Assist in grant evaluation.

Interagency Communication and Delivery

- * (8) Provide reports in a timely manner to overseeing agencies.
- * (9) Meet with district staff, principals, and other school personnel to share information and address issues.
- * (10) Coordinate with community resources and service agencies as appropriate.
- * (11) Develop and disseminate program information.

Professional Growth and Improvement

- * (12) Develop and maintain a thorough knowledge of the American Rescue Plan program and any related policies, rules, or laws.
- * (13) Demonstrate support for District's goals and priorities.
- * (14) Attend all conference calls and meetings to enhance program knowledge for effective program implementation.
- * (15) Promote and support professional development for self and others.

Systemic Functions

- * (16) Prepare and submit all required reports in a timely manner.
- * (17) Keep immediate supervisor and other personnel informed about potential problems and unusual events.
- * (18) Assist the Superintendent and professional staff in planning the wise utilization of funds available/.
- * (19) Keep immediate supervisor and other appropriate persons informed about potential problems, etc.
- * (20) Maintain and organize appropriate records.
- * (21) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (22) Model and maintain high standards of professional conduct.
- * (23) Contribute to department planning activities, including short- and long-term goals, budget, resources.
- * (24) Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

*Essential Performance Responsibilities