

Civil Division: Oneida-Herkimer BOCES
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 02/26/10

PROJECT DIRECTOR (SAFE SCHOOLS-HEALTHY STUDENTS)

DISTINGUISHING FEATURES OF THE CLASS: The Project Director will coordinate overall implementation of the Oneida BOCES Safe Schools-Healthy Students Initiative for the Oneida-Herkimer-Madison BOCES and eleven component school districts. The project director will ensure adherence to the provisions of an approved program in accordance with applicable federal rules and regulations. The Project Director will oversee all direct and contracted services, supervising implementation, monitoring program progress, while ensuring communication among key partners and participating agencies and districts. The Project Director will work closely with program evaluators to ensure data availability and the submission of regular project reports. The Project Director will work closely with and report to the BOCES designee. The Project Director supervises program staff. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Ensures that the scope of work outlined in the grant is implemented for all five grant elements;

Develops, directs, and organizes a sustainable system for communication, coordination and program updates within partner organizations;

Collects, evaluates, and reports data in a timely manner to established authorities that demonstrates and measures progress towards the achievement of the project goals;

Collaborates with district administrators, staff and agency parents to oversee and assist with the organization of professional development activities as outlined in the grant proposal;

Exercises proper fiscal responsibility of Federal funds, following Federal and district guidelines;

Negotiates and generates contracts with agency partners;

Monitors the grant budget and seeks prior approval from the Federal project officer if budget adjustments are necessary;

Assists in filing all required financial reports;

Attends required meetings and communicates regularly with staff and administration to ensure compliance with all regulatory and programmatic requirements;

Supervises the hiring, performance and program outcome achievements of staff;

Meets regularly with case managers;

continued...

FULL PERFORMANCE KNOWLEDGE OF SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge in managing a grant; good knowledge in organizing outcome data and a budget; good knowledge in the areas of social-emotional learning, mental health, substance abuse, and violence prevention; Good knowledge of youth and families in school-based programs; ability to implement programs to address the social-emotional needs of students; ability to provide quality leadership; ability to maintain positive and productive relationships with partners and members of the community; organizational skills.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in education, psychology, counseling or social work **AND** one (1) year of demonstrated experience working with youth; **OR**
- (B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in education, psychology, counseling or social work, **AND** two (2) years of demonstrated experience working with youth; **OR**
- (C) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in education, psychology, counseling or social work, **AND** four (4) years of demonstrated experience working with youth.

Adopted: 10/14/09
Revised: 02/26/10