

Job Title:	Project Manager DoDEA Grant	Wage/Hour Status:	Exempt
Reports to:	Officer Fund Development and Education Foundation	Pay Grade:	105
Dept. /School:	Fund Development and Education Foundation	Date Revised:	September 12, 2024

Primary Purpose

Direct, manage, and oversee the implementation, integration, and management of the DoDEA grant.

Qualifications**Education/Certification**

Bachelor's Degree

Special Knowledge/Skills

- Knowledge in the design, development, and implementation of grants programs
- Ability to manage a budget and personnel
- Ability to interpret policy, procedure, and data
- Demonstrate leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge of District policies, state and federal rules and regulations
- Strong organization, communication, presentation, and interpersonal skills
- Strong knowledge of computer equipment and software programs

Experience

Three (3) years teaching or grants administration experience

Major Responsibilities and Duties

1. Ensure program adheres to the local, state, and federal rules, regulations, and District policies.
2. Oversee the implementation of goals and objectives of the DoDEA grant.
3. Facilitate meetings with campus staff regarding instructional practices and student progress.
4. Visit campuses on a regular basis to provide assistance with program implementation and compliance.
5. Support campus initiated instructional and curriculum projects at designated campuses.
6. Provide formal and informal technical assistance to principals, assistant principals, faculty, and staff in the grant program's implementation.
7. Conduct continual feedback for effective practices.
8. Coordinate the development of intervention programs aligned with the grant to provide enhanced programs to struggling students.
9. Collect, order, and distribute materials to campuses under the grant program.
10. Provide guidance and support for effective and consistent implementation of academic support structures throughout designated campuses.
11. Lead administration of military-connected grants, overseeing budgets, compliance, and program effectiveness.
12. Assist teams with meeting facilitation, organization, and task completion regarding campus action plans.
13. Ensure ongoing training opportunities on campuses.
14. Perform other duties as assigned by supervisor.

School/Organization Improvement

15. Work with campus leadership to establish and implement measurable accountability standards.
16. Collect data and prepare data reports required by DoDEA.
17. Gather, analyze, and interpret data to measure performance, set planned targets, and monitor progress.

School/Community Relations

18. Oversee the campus instructional leadership team to promote collaboration and relationship building strategies among staff, parents, and students.

- 19. Develop systematic processes that respond to campus, parental, and community inquires.
- 20. Communicate the District's vision and implementation of the grant to all stakeholders.

Professional Growth

- 21. Attend professional development trainings as directed.

Supervisory Responsibilities

Supervise assigned personnel

Working Conditions

Maintain emotional control under stress, moderate lifting, carrying, standing, stooping, and bending.
Work occasional prolonged and irregular hours. Frequent District wide and in- and out of state travel.

Terms of Employment

226 days; salary to be established by Board of Trustees.

**Note: This position is grant funded and approved on an annual basis. Could potentially to be funded for up to five years.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.