

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
PROJECT DIRECTOR**

**DEFINITION:**

Under supervision of the Administrator of the Department, the Project Director will provide leadership and oversight regarding program matters.

**EXAMPLES OF DUTIES:**

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Monitors budgets and expenditures for the purpose of ensuring expenses are within budget and/or fiscal practices are followed.
- Prepares written reports and oral presentations relative to program.
- Collaborates with State and Federal Departments of Education for the purpose of implementing and maintaining services and/or programs.
- Responsible for supervision and evaluation of assigned staff.
- Conducts and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information to support programs.
- Communicate using a variety of methods with districts, county offices, and schools.
- Coordinate services with various constituents.
- Establish program evaluation systems, including an evaluation plan, data collection, that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of programs.
- Perform other duties as assigned.
- Drive frequently for department business.

**QUALIFICATIONS:**

**Knowledge of:**

Federal and State accountability systems and sanctions; Federal, State and education code, laws and regulations regarding categorical programs, assessment, and accountability; principles of providing work direction and guidance to assigned staff; Communication skills; interpersonal skills, school district and/or county office administrative procedures and operations, correct English usage, spelling, and punctuation; telephone techniques; bookkeeping and record keeping principles and procedures; computer applications and software, including word processing, database, and desktop publishing programs.

**Skill and Ability to:**

Effectively provide leadership and manage the multiple federal, state and local funded programs; understand, interpret, and apply laws, policies, rules and guidelines that govern programs; work effectively with districts, community, outside agencies, and staff; communicate effectively both orally and in writing, analyze situations accurately and adopt an effective course of action; conduct effective meetings and staff development activities; supervise, motivate, train and evaluate staff; work independently with little direction and maintain current knowledge in the field; speak, read, and write appropriate English; understand and carry out oral and written directions with minimal accountability controls; typing and computer skills at a level necessary for expected job performance; establish and maintain cooperative working relationships.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience

Progression of experiences in related field  
Two years supervisory experience  
School or education experience desirable

Education

BA in related field  
MA in related field desirable

**OTHER LICENSES OR REQUIREMENTS:**

Valid California Driver License and evidence of insurance.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture. This type of work will involve sitting, walking, and standing.

- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

Revised: July 2013