

PROJECT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for the development and implementation of Technical Preparation curriculums. This person is responsible for applying for grants, and administering all aspects of the grant - budgeting, staffing, and training. Supervision is not normally a part of this position.

TYPICAL WORK ACTIVITIES:

1. Develop and implement Tech Prep curricula areas with local community colleges;
2. Coordination of and direction to secondary school principals, secondary and post-secondary faculty, secondary guidance counselors, post secondary advisory and admissions personnel to develop Tech Prep curricula areas;
3. Develop and implement partnerships between secondary school and area employers;
4. Development and implementation of interdisciplinary curricula in Math/Science/Technology, Science/Technology/Communication, Technology Math & Technology /Communication;
5. Develop and implement integrated curricula in Math, Science, and Culinary Arts;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of grant writing and development; thorough knowledge of principles and practices of public administration; organizational ability; ability to communicate effectively both orally and in writing; ability to work effectively with people at all levels within the programs and the community; ability to evaluate project and individual performance; good judgement; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in Education or a related area and three years of post-graduate experience in the administration or management of a large state-funded program;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree PLUS five years of experience as in "A" above.
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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ADOPTED: 06/21/95