

**MARIN COUNTY OFFICE OF EDUCATION
PROJECT LEADER
Job Description**

Brief Description of Position:

The Project Leader has overall responsibility for the administration of the instruction and support activities of the assigned project.

Major Duties and Responsibilities:

1. Coordinates recruiting and hiring qualified staff for the project through bulletins, conferences, and meetings.
2. Assigns, trains, supervises, and evaluates project staff.
3. Recommends annual budget, monitors expenditures, prepares fiscal reports as required.
4. Directs the educational activities, including instructional methods, use of equipment, and implementation of curricula standards.
5. Maintains activities necessary to support the instructional program, such as keeping records of program and student activities, purchasing supplies and equipment, ensuring facility arrangements.
6. Maintains liaison with local and related agencies.
7. Participates, as required, in teaching, student counseling, and discipline.
8. Prepares presentation about the program to PTA groups, civic organizations, visitors to the program, and the local community.
9. Preparing materials for publicity and public relations.
10. Performing other duties as assigned.

Supervision Exercised and Received:

Directly responsible to the assigned administrator; supervises activity of project staff.

Position Qualifications:

1. Bachelor's degree required.
2. Valid Teaching Credential and holds or meets requirements for a Vocational or Administrative Credential authorizing services within assigned project area.
3. Successful work experience of increasing responsibility in related business, education, and/or community-based organizations.

3/12/02

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