

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

Brief Description:

Under direction of Superintendent/Assistant Superintendent is responsible for the planning, implementation, coordination and administration of designated programs and services.

Duties and Responsibilities:

1. SUPERVISE AND EVALUATE PROGRAM ADMINISTRATORS IN ACCORDANCE WITH ESTABLISHED MCOE POLICIES AND PROCEDURES

Quality Indicators (Q.I.)*¹

- a) evaluates program administrators and provides feedback and appropriate follow-up
- b) recommends selection, assignment and reassignment of program personnel
- c) demonstrates knowledge of and advises other administrative personnel regarding employee contracts
- d) coordinates personnel matters with appropriate divisions
- e) monitors and coordinates work year calendars for assigned staff

2. PROVIDES LEADERSHIP TO ASSIGNED STAFF AND BOARDS

Q.I.

- a) establishes program direction and priorities
- b) disseminates and interprets pertinent program information
- c) interprets and implements policies and regulations
- d) establishes regular communication system with staff
- e) assesses program quality on a regular basis and sets goals for appropriate revision

¹ * A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.

3. PROVIDES DIRECTION TO ASSIGNED GOVERNING BOARDS AND COMMITTEES

Q.I.

- a) develops, implements and revises regional plans for program services
- b) conducts necessary needs assessments
- c) ensures plan meets required criteria
- d) meets required submission deadlines
- e) understands and accurately interprets policies and regulations pertaining to a given program
- f) operates program services according to current plan
- g) serves as chief staff person for policy making boards such as SELPA, TECC, etc.

4. IS RESPONSIBLE FOR PROVIDING THE MARIN COUNTY BOARD OF EDUCATION WITH INFORMATION REGARDING ASSIGNED PROGRAM

Q.I.

- a) makes Board meeting presentations
- b) provides written communication with Board regarding program
- c) submits items to Cabinet for Board agenda consideration
- d) prepares reports as requested by Superintendent/Board

5. DEVELOPS AND INITIATES NEW PROJECTS WITHIN PROGRAM AREA

Q.I.

- a) responds to requests for proposals for specific programs
- b) assesses appropriateness of special project development
- c) develops strategies for new project creation, establishment and implementation

6. REPRESENTS THE MCOE AND ASSIGNED PROGRAM WITH APPROPRIATE COMMUNITY BOARDS AND AGENCIES

Q.I.

- a) prepares and presents regular reports as necessary to appropriate community boards and agencies
- b) monitors program's ongoing operation with other agencies and groups
- c) serves as a member of community or agency boards

7. WORKS DIRECTLY WITH THE STATE DEPARTMENT OF EDUCATION REGARDING ASSIGNED PROGRAM

Q.I.

- a) represents program as a member of statewide professional groups monitoring state regulations, policies, funding, etc.
- b) submits on a timely basis required program reports to the State Department of Education
- c) provides program services to the State Department of Education staff
- d) is accountable for compliance reviews

8. DEVELOPS, IMPLEMENTS, MONITORS AND REVISES PROGRAM BUDGET

Q.I.

- a) Project revenues and expenditures
- b) Reviews and authorizes purchase orders
- c) Prepares budget revisions as necessary
- d) Prepares required financial report

9. PARTICIPATES IN ACTIVITIES DESIGNED FOR PROFESSIONAL GROWTH

Q.I.

- a) Attends workshops, classes, inservices, conferences or other related professional activities
- b) Demonstrates knowledge of current techniques appropriate to assignment