

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROJECT IMPLEMENTOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in implementing grant-funded and fee-for-service programs.

ESSENTIAL FUNCTIONS:

Develop and manage grant-funded and fee-for-service programs.

Monitor materials and supplies to support programs.

Assist in developing program budget, monitor expenditures and complete monthly fiscal claim reports.

Publicize, promote and provide information regarding programs.

Coordinate with outside agencies to maintain program information.

Write proposals for the creation and coordination of new and revised grants, contracts or related projects.

Counsel and assess applicants and assist with linkages to community partners.

Provide input to administration and work on assigned program needs.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations and laws relating to special needs of the financially disadvantaged and disabled.

Accounting procedures.

School procedures and requirements.

Good public relations skills.

Interpersonal effectiveness, organizational skills, assessment skills (academic, vocational, social and emotional), computer skills.

Interpersonal skills using tact, patience and courtesy.

Computer software related to public relations and technology training.

ABILITY TO:

Write and/or manage grants.

Read and understand federal and State guidelines, program requirements and written reports.

Follow oral and written instruction with a minimum of direction.

Communicate effectively both orally and in writing.

Work independently with little direction.

Collaborate with program staff and site personnel.

Demonstrate good judgment.

Role-model for students.

Operate a computer and applicable software efficiently.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

See to read a variety of materials and monitor student activities.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: associate's degree in accounting, business or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office environment.