

**Blackwater Community School**  
**Job Description: Project Coordinator**  
**NYCP-DEMONSTRATION GRANT FOR INDIAN CHILDREN**

**Job Title:** Project Coordinator  
**Department:** Administration  
**Reports To:** School Principal  
**FLSA Status:** Exempt  
**Prepared By:** Jack Sharma  
**Prepared Date:** August 6, 2018  
**Salary Range:** \$55,000-\$60,000 DOE

**Summary**

The Project Coordinator oversees all program activities by coordinating all activities that have direct or indirect relationship as it pertains to the partnering communities. It is a Year-Round position (260 contract days)

**Certificates, Licenses, Registrations**

Valid Arizona DPS Fingerprint Clearance Card  
Ability to Pass National Criminal Background Screen

**Education and/or Experience**

Master's Degree in the field of Education with no less than a Bachelor's Degree with 2 years' experience. Preference will be given to the applicants who have experience working with Native American School communities as well as those who have experience in the area of working with families, family literacy, and 'family engagement' activities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Works with the staff and partners in coordinating their activities by establishing an excellent working relationship with the staff and partner schools, stakeholders, and service providers
- Coordinates school and community activities
- Develops a calendar of events
- Maintains resource list for staff
- Gather all evaluations and summarize for the evaluator
- Works to coordinate parent and Community District meetings
- Organizes material for reports to GRIC District level meetings, BWCS Board of Trustees
- Organizes summer institutes and necessary supplies and logistics for the institutes
- Gathers and summarizes information for reports

- Works closely with BWCS Business office to oversee the NYCP Budget and tracks it for all sites.
- Prepares required data for financial audits by working closely with the Business office.
- Must be willing to travel in and out of state, GRIC Districts.
- Must be able to attend grant related meetings.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to organize, implement and administer community outreach activities
- Ability to foster a cooperative work environment
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies and stakeholders
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to organize, prioritize and schedule work assignments
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

**Language Skills:**

Ability to read and interpret documents such as correspondence, memoranda, and procedure manuals. Ability to write correspondence, memoranda, and procedure manuals. Ability to effectively present information in one on one and small group situations.

**Reasoning Ability:**

Ability to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in a standardized situation.

**Math Skills:**

Ability to calculate amounts such as discounts, interest, percentages, circumference and volume. Ability to draw and interpret graphs.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date