

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
GRANT PROJECT DIRECTOR – CERTIFICATED TEACHER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To assist the principals by providing support to a team of district leaders to design and implement specific grant components.

**DISTINGUISHING CHARACTERISTICS**

This is a certificated position. Positions at this level are required to be trained in all functions assigned to the director. Employees at this level work semi-independently in the performance of assigned functions.

**SUPERVISION RECEIVED**

Receives general supervision from site principal.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Representative Duties:**

1. Responsible for the overall administration of educational activities, events, and programs within the district.
2. Responsible for the collection and reporting of evaluation information and data.
3. Facilitate communication between site directors, school staff, parents, and communities.
4. Responsible for compliance with district and state policies and laws.
5. Conduct district wide collaboration meetings with Grant staff.
6. Serve as liaison between Grant staff and program.

**KNOWLEDGE OF:**

Assess situations and make proper judgements  
Computer knowledge  
Collection and analysis of data  
Communicate effectively with staff, teachers, and administrators

**ABILITY TO:**

Supervise staff and teachers

Communicate effectively with staff, teachers, administrators, and grant evaluators

Scheduling of outside contractors

Establish and maintain effective working relationships with those contacted in the course of work

**EXPERIENCE:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.*

**Required Training, License or Certificate:**

College Degree, California State Teaching Credential

**ENVIRONMENTAL CONDITIONS:**

Classroom or field environment; work both independently and closely with others

**PHYSICAL CONDITIONS:**

Job functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position including weekly site visitations; and may require physical conditions necessary for hearing and speaking to exchange information and make presentations; seeing to read a variety of records and reports; dexterity to operate a computer keyboard.

**JOB PROFILE:**

Contract length: As determined by the Grant

Salary Range: As determined by the Grant

Certificated Position