

## PERSONNEL

### PROJECT FACILITATOR CONFIDENTIAL Salary Schedule 20 Range D

#### DEFINITION

Under the supervision of the Director of Student Services, the Project Facilitator will provide program coordination of the Nutrition, Wellness, and Frontier Transportation grants; write and secure private, county, state, and federal grants, and evaluations, for grant-funded programs.

#### DISTINGUISHING CHARACTERISTICS

Working knowledge of school based health and wellness programs and grant administration; the candidate must have excellent oral and written communication skills

#### PERFORMANCE RESPONSIBILITIES

The job duties of the Project Facilitator include but are not limited to the following:

1. Provide overall coordination for implementation of the Nutrition, Wellness, and Frontier Transportation grants
2. Ensure submission of all required evaluation reports for grants to funding source according to county, state, and federal requirements
3. Prepare written articles and communications for families and students regarding health and wellness
4. Assist Director in seeking, planning, and successfully writing private, county, state, and federal grants for nutrition, wellness, and transportation
5. Assist Director in evaluation process for all grant funded programs
6. Represent projects in a variety of contexts and to a wide range of constituencies including schools, school boards, parents, community organizations, and grant funders
7. Supervision and evaluation of staff assigned to work under the Nutrition, Wellness, and Transportation grants

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

1. Knowledge of effective practices in public communication
2. Experience in development, implementation, and administration of grant-funded programs
3. Experience in leadership roles as it relates to health and wellness programs at both school and district levels

##### Ability to:

1. Ability to communicate effectively both orally and in writing; prepare reports based upon data and research using appropriate technology
2. Experience in development, implementation, and administration of grant-funded programs
3. Experience in leadership roles as it relates to prevention programs at both school and district levels
4. Ability to work with individuals of diverse backgrounds in a collaborative environment

- |               |                        |                  |                        |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- |          |   |
|----------|---|
| <u>4</u> | a. Ability to sit for extended periods of time.   |
| <u>3</u> | b. Ability to stand for extended periods of time and ascend and descend steps.  |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies, and other printed materials; observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.  |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation.                                     |
| <u>3</u> | f. Ability to bend, twist, kneel and stoop.   |
| <u>2</u> | g. Ability to lift 50 lbs.  |

## PERSONNEL

- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach in all directions.

## EDUCATION:

Bachelor's degree; or an AA degree and two years of experience working with school based health and wellness programs and knowledge of grant application procedures

## EXPERIENCE:

Three years of skilled and increasingly responsible experience in management or supervision in a leadership role

## TERMS OF EMPLOYMENT

1. 12 months per year
2. Must have Department of Justice fingerprint clearance and current T.B. clearance
3. Subject to grant funding

Replaced 8514.24  
01/17/2003  
Revised 07/31/2017  
Revised: June 23, 2020