



Job Description

Job Title: Director, Leadership Grant

Reports to: Asst Supt For Staff Development and Leadership Training
Department: Staff Development and Leadership Training
Compensation: EL 7
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Coordinate all staff and activities involved in the Leadership Project

Qualifications/Job Requirements:

Education:

- Bachelor's Degree

Experience:

- Minimum 5 years administrative experience

Customer Contacts

- **Internal**
 - Principals
 - Assistant principals
 - Staff

Duties and Responsibilities:

- Works in cooperation with grant contractors in their efforts to accomplish contracted responsibilities.
- Monitoring and training of aspirants, interns, and assistant principals.
- Assist administrators in the identification and recruitment of aspirants and interns.
- Monitor and evaluate activities of aspirants, interns and other participants.
- Provides leadership in the development of the grant's programs and coordinates activities.
- Assists in the development and monitoring of the evaluation process.
- Reviews evaluation reports and makes adjustments to program implementation as a result of evaluations findings.
- Works with contractors and administrator to enlist additional partners.
- Monitor all aspects of the Leadership Project as required.