



Title:	Project Director for 21 st CCLC Grant-Scotland SCHOLARS
Reports to:	Associate Superintendent for Curriculum and Instruction
Terms of Employment:	10 Months
Salary:	NC Teacher State Salary plus Local Supplement

Qualifications:

- NC Teaching License

Essential Job Functions:

- Coordinates afterschool program at five sites
- Monitors compliance to federal grant parameters
- Facilitates integration of activities with community resources
- Works in conjunction with Director of Federal Programs for budgetary and grant compliance
- Facilitates monthly meetings with site coordinators
- Maintains all required documentation
- Collects and maintains data from five sites concerning focus areas for grant
- Facilitates parent activities at each site
- Conducts site visits to programs
- Supervises SCHOLARS administrative assistant
- Coordinates and/or plans staff development activities for coordinators and teachers