

PROJECT DIRECTOR
(Indian Education, title IV-A)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the development, implementation, and oversight of programs specifically designed to meet the unique educational and culturally related academic needs of Native American children. The work is performed under the general direction of School Administration with significant input from the Education Department of the Native American Tribe, a Native American parent committee, and students. These groups collaboratively establish policies and objectives in liaison with the local school board. General supervision is exercised over program staff. A Project Director (Indian Education, title IV-A) does related work as required.

TYPICAL WORK ACTIVITIES:

- Meets regularly with Native American Service Providers to insure program objectives are being carried out;
- Acts as liaison between Native American community, school officials and other community representatives, explaining programs and addressing concerns;
- Monitors student attendance, discipline and other obstacles to student achievement;
- Participates in individual student planning meetings;
- Conducts an on-going evaluation of the program;
- Prepares and submits a variety of periodic reports dealing with program goals and accomplishments;
- Coordinates and attends activities of cultural consultants, which may include staff development training(s);
- Participates in meetings of the parent committee, which formulates program policy and objectives;
- May develop grant-in-aid proposals;
- May oversee activities of home-school coordinators or other assigned staffs in order to insure program objectives are being carried out.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of Native American culture; good knowledge of the concepts related to the cultural, environmental, and personal factors influencing the lives of Native Americans; ability to effectively communicate the goals and interest of Native Americans to community representatives and school officials; ability to establish and maintain effective interpersonal relationships; ability to supervise the work of others; ability to understand, interpret, and prepare written material; tact and understanding; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience involving either the planning, support, or delivery of services or programs to members of a Native American Community or at risk youth.

NOTE: Study at a regionally accredited or New York State registered college or university in education, Native American culture, human services, or a related field may be substituted for up to two years of the experience requirement above with 30 semester credit hours equal to one year.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, employee must possess and maintain an appropriate class Driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/24/80

Revised: 3/23/06; 1/17/2017