

University of Houston – Clear Lake

Position Description

Job Title: **Project Director**

Job Code: **3105**

Pay Grade: **999**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Education, Educational Management or related field.	Ph.D. or Ab.D in Education, Educational Management or related field.
Experience	Minimum five years of recent public school education or related experience with supervision and curriculum experience.	Recent experience in administrating or writing grants and trained in or knowledge of cognitive coaching and PDAS. Experience working with minority and/or economically disadvantage populations.
License/Certification	Texas Teacher Certification	Texas Teacher and Educational Management Certification

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervise eight to ten mentor teachers in five local public schools; organize and conduct specially designed seminars for grant participants; coordinate grant budget prepare detail reports for grant team and Department of Education; act as the liaison between university and grant's partners and other related duties as assigned.

Duties and responsibilities	% Time
Supervise 8-10 Mentor Teachers	40
Organize and conduct specially designed seminars for grant participants	30
Coordinate grant budget. Develop timelines and deadlines. Act as liaison between university and grant's partners. Meet with Grant's Steering Committee.	20
Prepare reports for grant team and Department of Education.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.