DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)  
GRANT PROJECT DIRECTOR (0.4 FTE)  
Center for Educational Opportunity (CEO)

To provide oversight and evaluation of the Department of Defense Education Activity (DoDEA) grant and to support school-based related activities at designated schools. Grant funded assignments will be in effect as stipulated in the grant; not eligible for benefits or affiliated with HCPS bargaining units. This grant set to end June 30, 2021.

**DUTIES AND RESPONSIBILITIES INCLUDE**

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Plans, organizes, implements, and monitors all school-based DoDEA grant related activities.
- Serves as the HCPS point of contact for DoDEA; attends all required technical assistance meetings.
- Facilitates collaboration between HCPS central office staff and school administrators to ensure grant activities are implemented and evaluated as planned.
- Assists external evaluator and HCPS Office of Accountability with completion of quarterly and annual evaluation reports; submits reports to funding agency in alignment with mandated schedules.
- Oversees school-based grant funds and ensures funds are utilized in accordance with grant guidelines and allowable activities.
- Maintains all grant related fiscal records and budgets in cooperation with the Office of Finance, Grants Accountant.
- Oversees summer learning opportunities for students.
- Performs other work-related duties as assigned.

**SALARY**

$36.00 per hour; Non-benefited position

**REQUIREMENTS**

- Master’s degree from an accredited college or university preferred.
- Experience in teaching Language Arts and/or technology/blended learning preferred.
- Experience working with data collection, analysis, and interpretation in an educational setting preferred.
- Prior training and experience with program evaluation.
- Demonstrated leadership skills.
- Excellent interpersonal and oral/written communication skills.
- Exemplary planning and organizational skills.
- Proficient in the use of Microsoft Office software and other related computer technology.

**HOW TO APPLY**

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

**DEADLINE**

Online employment applications will be accepted **until filled**.

The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, or disability in matters affecting employment or conditions of employment,
or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Manager of Equity and Cultural Proficiency, 410-809-6065.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**