



Position Title: Part-Time Grant Professional, Service Learning
Reports To: College-wide Director, CCI
Department: Center for Community Involvement
Prepared By/Date: Donna French/12-01-2011
Approved By/Date: Thomas Meyer/12-01-2011
Revised:

Job Code: 8142
Job Group: H1-HIE
Salary Grade: HF
FLSA Status: Exempt

Summary:

This position is responsible for the Corporation for National and Community Service (CNCS) plans, implements, monitors, and directs all tasks and deliverables of the federal CNCS service-learning teacher preparation grant.

Essential Duties and Responsibilities:

- Works with MDC's School of Education and MDCPS administrators and principals to recruit and provide professional development service-learning seminars to 100 K-12 teachers per year
- Develops opportunities for MDC pre-service teachers to learn from and be mentored by K-12 teachers who utilize service-learning
- Assists 100 K-12 teachers per year with development and implementation of curriculum-based service-learning experiences
- Recruits community partners from selected M-DCPS feeder pattern to assist with service-learning project development and implementation
- Helps infuse service-learning into an entire M-DCPS feeder pattern
- Organizes annual Service-Learning Institute for all teachers and administrators from the selected M-DCPS feeder pattern
- Organizes annual end-of-year Service-Learning Showcase
- Helps create county-wide service-learning association to provide support and professional development to in-service and pre-service teachers interested in service-learning
- Composes and submits all reports required under grant provisions
- Assists with program funding including preparing and maintaining the budget and ensuring that all expenditures are in compliance with project guidelines
- Performs other duties as required

Knowledge, Skills and Abilities:

- Knowledge of and experience with curriculum-based service-learning.
- Excellent oral and written communication skills, along with strong public relations, organization, and decision-making skills.
- Ability to effectively present information to top management, principals, teachers, public groups, and/or boards of directors.
- Ability to prepare and manage budgets and prepare reports.
- Ability to work effectively with multiple constituencies from community partners to M-DCPS administrators to in-service and pre-service teachers.
- Ability to prioritize and organize multiple tasks to meet grant deadlines.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in education or related field and three (3) years of curriculum development, teaching, and/or program administration experience; as well as, proven project and/or grant management experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name