

**TITLE:** **Local Education Agency Project Manager**

**QUALIFICATIONS:**

1. Master's degree in education, special education or other alternative considered appropriate.
2. Minimum of four years of professional experience in education, special education, social work, counseling, mental health, substance abuse or juvenile justice.
3. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** Superintendent of Schools or Designee

**JOB GOAL:** Coordinate the implementation of a new program throughout the Rochester School District using the Safe Schools Healthy Children model.

**PERFORMANCE RESPONSIBILITIES:**

1. Manage the New Hampshire Safe School and Healthy Students State Program at the Local Education Agency (LEA) level.
2. Work closely with the New Hampshire Department of Education, the New Hampshire Department of Health and Human Services' Bureau of Behavioral Health, Concord Local Education Agency and Laconia Local Education Agency to manage the overall grant.
3. Oversee the development of a Core Management Team (CMT) for the Rochester LEA and identify its' member/partners.
4. Assist in conducting a community-level needs assessment, environmental scan and comprehensive plan for program implementation.
5. Collection of data; report development and submission as required by SAMHSA; Liaison for the LEA with NHDOE, BBH, CMT, SMT and SAMHSA.
6. Maintains professional competence through in-services education activities provided by the district and self-selected professional growth activities.
7. Performs other such duties ad may reasonably be assigned by the Superintendent or Designee.

**TERMS OF EMPLOYMENT:** Twelve months per year per grant funding.

**EVALUATION:** Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**ADOPTED:** March 13, 2014 School Board meeting.