**KANSAS PARENTS AS TEACHERS ASSOCIATION (KPATA)**

**Bright Futures Program (BFP)**

Project Director

Position Description

**Position Title**: Project Director

**Direct Supervisor**: Executive Director of Kansas Parents as Teachers Association

**QUALIFICATIONS**

Educational requirements are to include a minimum of a bachelor's degree in education, early childhood education, child development, management or other related field.

Knowledge and experience includes the following: significant non-profit or public management expertise; grant management; human services, knowledge of the PAT program, State and Federal regulations.

Other personal skills and attributes will include: good interpersonal skills; effective communication and writing skills; management, organizational, system skills and knowledge; grant writing; and ability to plan, schedule, and make effective presentations.

**Duties and Responsibilities:**

1. Coordinate communications between KPATA, DCF, and the fiscal agent for the project.
2. Organize staffing and project goals to ensure reporting requirements are met and KPATA remains in compliance with granting requirements.
3. Provide oversight for the fiscal agent on behalf of KPATA.
4. Work towards the braided funding streams required by the grant award
to ensure BFP has increased financial stability.
5. Follow all applicable PPS policies, procedures, including revisions during the grant period.
6. Have a program manager or lead contact designated for each catchment area/ jurisdiction awarded through this grant who will serve as the liaison to DCF on all program and grant related matters.
7. Ensure all direct service or program staff have training and meet qualifications required consistent with the evidence-based program.
8. Provide or include Motivational Interviewing as an evidence-based practice with all families served and set forth plan and training costs. DCF seeks Motivational Interviewing as a component of each grantee comprehensive program/ practice approach.
9. Provide outreach to local or regional PPS teams to promote program and maintain orientation to referral process.
10. Work with external evaluator by providing data or possibly implementing other quality assurance, success factor or evaluation tools as determined by the evaluator, such as: surveys to families served, case file reviews or other tools. Provide access to existing quality assurance tools or case files for respective evidence-based programs for children served in the PPS grant referred program or service.
11. Participate in stakeholder, statewide or regional meetings regarding Family First implementation convened by the external evaluator.
12. Complete and submit additional reports as determined by Grants Manager. Refrain from releasing reports, medical records or client information to outside sources without written consent.
13. Freely share information between the grantee and DCF to ensure provision of necessary services, and as allowed per-applicable law, between the Family Service Grantee and the Family Preservation or Foster Care/Reintegration/Adoption contractor.
14. Report cases of suspected child abuse and neglect immediately to DCF or law enforcement in accordance with KSA 38-2223.
15. Maintain a public image that is supportive at all times towards the public/private partnership.
16. Provide full disclosure, open and direct communication and transparency with DCF in all matters.
17. Participate in a Team Decision Making meeting, if requested by PPS.
18. Notify referring PPS practitioner if any child in the family home runs away.
19. Submit the following reports to DCF, using the following forms:
	1. Status Report (Form OGC-1006)
	2. Budget Transaction Report (Form OGC-1005)
	3. Budget Itemization Report (Form OGC-4005)
20. Submit Status Reports according to NOGA timeline. Status Reports are due monthly. They are due no later than twenty (20) days following the end of the period (month).
21. Submit Budget Transaction Reports and Budget Itemization Reports according to NOGA timeline. Budget Transaction Reports and Budget Itemization Reports are due monthly. They are due no later than twenty (20) days following the end of the period (month).
22. Keep on file original documentation of expenditures (receipts and related documentation) and available at the request of State and/or federal officials.
23. Submit summaries/reports in the format agreed upon between the Grantee Project Director and the PPS FFPSA Grants Manager. A schedule for submission will be negotiated between the Grantee and DCF.
24. Other duties as assigned by the Executive Director of KPATA.

**Physical requirements/Working conditions**

* Requires prolonged sitting or standing
* Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
* Requires stooping, kneeling, crawling, bending, turning and reaching
* Requires climbing and balancing

**Direct Reports**

* None

**Pre-Employment/Yearly Requirements:**

* Employee shall meet all the pre-employment and yearly requirements as specified in the Policies of the Kansas Parents as Teachers Association.

**Term of Employment**

* 12 month
* At will employee

**Salary**

* Position will be reimbursed based on the amount approved by the KPATA Board of Directors.

**EVALUATION:**

* Performance will be evaluated in accordance with KPATA Board policy.