



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: BEACON PROJECT ADMINISTRATOR**

**QUALIFICATIONS:**

1. Bachelor's degree required, Master's degree preferred
2. Certification in at least one area of K-12 or Adult Education.
3. Minimum of five (5) years of classroom teaching experience.
4. Minimum of three (3) years of instructional coaching experience.
5. Minimum of three (3) years' experience in planning, developing, and/or facilitating online professional development.
6. Proficiency with Microsoft Office or Google Suite.

**PHYSICAL REQUIREMENTS:** Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

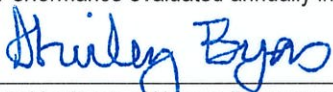
**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and manages the planning, development, implementation, and evaluation of selected projects and initiatives.
2. Facilitates the evaluation and revision of content in response to needs identified during field tests.
3. Models the use of effective coaching strategies to improve professional practice.
4. Models the use of effective online facilitation strategies to improve learner performance.
5. Researches and shares evidence-based instructional strategies.
6. Provides feedback on professional learning content during the development and editing process.
7. Contributes to Beacon's systems, structures, and processes to improve content development and course facilitation.
8. Supervises, assesses, and facilitates the performance of staff, as assigned.
9. Assists with the planning, implementation, and evaluation of Beacon staff's professional learning needs.
10. Performs other tasks consistent with the goal and responsibilities of this position.
11. Performs responsibilities outside normal business hours, as needed.
12. Serves as a member of the Academic Integrity Team.
13. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
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Reviewed by Dept. of Human Resources

**APPROVED MAY 25 2021**

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Adopted by Bay District School Board