

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

GRANTS COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida teaching certificate.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Experience in writing grants preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in developing curriculum objectives, activities, and evaluation. Ability to write well. Ability to work effectively with various educational personnel and to coordinate the work of others. Knowledge of current educational trends and research. Ability to train others in writing grant applications.

REPORTS TO:

Director of Research, Evaluation, and Policy

JOB GOAL

To coordinate efforts to secure external funding to meet District and school needs.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

GRANTS COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Research, prioritize, and distribute information from publications which identify sources of funding such as the Federal Register and Commerce Business Daily, and bring to the attention of the staff those notices of funding sources or requests for proposals that have implications for project development and management.
- * (2) Seek additional sources of revenue for the District by writing grants and serving as a technical assistant to others who are writing grants.
- * (3) Assist in providing leadership to the appropriate personnel in identifying curriculum needs and developing proposed solutions which may be funded by special grant monies.
- * (4) Assist in the preparation of long-range plans for project development activities and plans for individual grant proposals to be prepared.
- * (5) Coordinate the writing, production, duplication and mailing of proposals and supervise proposal writing staff, if appropriate.
- * (6) Develop appropriate budgeting documents.
- * (7) Assist in grant evaluation.

Interagency Communication and Delivery

- * (8) Develop and disseminate grant information to schools and others who are eligible to apply for grants.
- * (9) Act as a resource person and provide technical assistance for the preparation of grant applications.
- * (10) Work cooperatively with appropriate District personnel to interpret guidelines and aid in the writing, evaluation and submission of grant applications.
- * (11) Establish and maintain liaison with city, county, state and federal agency offices involved in proposal applications.
- * (12) Coordinate with other institutions in applying for joint awards.
- * (13) Develop submission procedures for review of all grants prior to School Board review.

Professional Growth and Improvement

- * (14) Develop and maintain a thorough knowledge of state, federal, and other project regulations and guidelines dealing with grant applications.
- * (15) Present workshops on grant writing techniques.
- * (16) Train others in grant writing.

Systemic Functions

- * (17) Develop and coordinate grant worthy educational concepts.
- * (18) Assist the Superintendent and professional staff in planning the wise utilization of funds available through various grant programs.
- * (19) Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- * (20) Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events, or opportunities.
- (21) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (22) Model and maintain high standards of professional conduct.
- * (23) Contribute to department planning activities, including short- and long-term goals, budget, and use of resources.
- * (24) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

GRANTS COORDINATOR (Continued)

- *(25) Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- *(26) Facilitate problem-solving by individuals or groups.

*Essential Performance Responsibilities