

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Federal Grants Coordinator

Position Description

LOCATION: Central Office

JOB CATEGORY: Professional

PAY GRADE: Grades 1-5, 250 Day

FSLA: Exempt

IMMEDIATE SUPERVISOR: Assistant Superintendent for Instruction

GENERAL DEFINITION AND CONDITIONS OF WORK

The primary function of the Federal Grants Coordinator is to lead all aspects of coordination, administration, and reporting of federal grants for Warren County Public Schools. The Federal Grants Coordinator is responsible for completing applications, managing associated budgets, and following submission guidelines. The coordinator serves as the liaison to schools and provides direct support and guidance to school-based personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Serves as a member of the Instructional Resource Team and participates in division leadership meetings, provides relevant professional development, and supports school-based administrators, teachers, and staff.
- Complies with all state, local, federal, and school policies, regulations, and guidelines for the purpose of compliance and administering grants.
- Serves as the grants liaison to all WCPS schools and departments and is the primary contact for private schools associated with grant funding providing guidance, information, and deadlines.
- Coordinates the writing and submission of grant applications, requests modifications and amendments, and supports the budgetary planning process for grants and special projects.
- Works with the Administrative Assistant to IRT to submit procurement actions, track the completion of deliverables, invoicing, and payment associated with grants. Monitors expenditures and reimbursements in the OMEGA system and the division's budgetary reports..
- Maintains detailed records and routinely monitors the status of grants to include collecting, analyzing, and reporting data to demonstrate impact and ensure accountability of grants.
- Participates and provides leadership to school administrators and Title I instructional coaches in the writing and development of program goals, objectives, and budgets to ensure alignment of Title I funding and school improvement plans. Helps monitor plans to ensure student academic needs are met.
- Supports and coaches English Language Learner teachers with implementing curriculum, planning and delivery of instruction, and assessment to ensure development and maintenance of services and programs.
- Conducts and assists in the evaluation of the English Learner program and leads conversations that assists teachers and administrators in analyzing data to support needs assessments.
- Develops and provides professional learning opportunities to support English Learner programs and compliance.
- Attends meetings, conferences, and professional development, both in-person and virtually.

- Communicates on a regular basis, both verbally and in writing, with teachers, administrators, and community partners answering questions, providing information, and delivering requested presentations.
- Performs related duties as assigned by the Assistant Superintendent for Instruction in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS, ABILITIES, AND EDUCATION

- Must have an active Virginia Postgraduate Professional Teaching license.
- 5 years of teaching experience. Experience with Title I and/or English Language Learners preferred, but not required.
- Must possess excellent interpersonal communication skills, including exceptional writing and editing skills.
- Excellent organizational skills are required.
- Must be able to function in a team environment.

SPECIAL REQUIREMENTS

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members. Candidates must possess good moral character and are expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: offices, computer labs, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other physical activities may be required. Frequent operation of a vehicle, office equipment, and computers is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. The ability to work effectively and regularly with a computer (keyboard, monitor) is mandatory. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and parents is required. Frequent contact with vendors and parents by phone and in person is necessary. Occasional contact with technology or medical professionals may be required.

EVALUATION

The Assistant Superintendent for Instruction will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.