

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STATE AND FEDERAL PROGRAMS AND GRANTS COORDINATOR

SALARY SCHEDULE: ADMINISTRATIVE - H

COST CENTER: FINANCIAL SERVICES 9038

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Demonstrated experience in grant administration, grants management, budget management and project management.
- (3) Extensive experience in writing grants and procuring external funding at District or organizational level.
- (4) Extensive experience in designing the evaluation component of grant applications.
- (5) Experience implementing, monitoring, and evaluating programs in an academic setting.
- (6) Prefer five years' experience in school district, state and federal funding and allocation, coupled with experience in compliance monitoring.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of computer programs for administrative management, particularly spreadsheet applications. Experience in the Grant Cycle to include Comprehensive Needs Assessment, Design, Monitoring, and Program Evaluation. Working knowledge of funding agencies, funding regulations, and compliance. Ability to organize, plan and prioritize activities. Ability to communicate effectively, both orally and in writing. Knowledge and ability to keep grant-related budget and financial records in an accurate manner. Ability to work with administrators, consultants, and technical staff assigned to assist in allocation, monitoring and compliance functions.

REPORTS TO:

State and Federal Programs and Grants Supervisor

JOB GOAL

To provide facilitation and coordination in the development, application, implementation, evaluation, and maintenance of all federal and state grants to support schools in attaining and maintaining high student achievement.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in the preparation, implementation, monitoring and evaluation of state and federal allocations and grants.
- *(2) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services of grant funded programs at the district and school-level (traditional, charter, and private schools).
- *(3) Provide assistance and support with program resources tied to ESSA (e.g., Title I, Title II, Title III, Title IV, IDEA).
- *(4) Coordinate grant writing processes within the district guidelines and establish procedures to facilitate timely applications and reporting for discretionary and entitlement funds from federal and state agencies.
- *(5) Assist in the design of the evaluation component of the grant, including conducting the needs assessment, collecting baseline data and writing measurable objectives, as necessary.

STATE AND FEDERAL PROGRAMS AND GRANTS ADMINISTRATOR (Continued)

- * (6) Provide technical assistance regarding the interpretation and implementation of federal, state, and local policies.
- * (7) Work cooperatively with other staff members and departments to facilitate collaborative planning as it relates to federal program initiatives.
- * (8) Demonstrate initiative in identifying potential problems or opportunities for improvement and initiate appropriate action.
- * (9) Monitor assigned grant projects at the district and cost-center level to ensure completion of grant activities and work with staff to monitor grant program requirements and deliverables for compliance.
- * (10) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- * (11) Work with program evaluator(s) on reports required by the state and district and utilize such data to assist in decision-making
- * (12) Monitor and make appropriate adjustments and amendments to grant requirements
- * (13) Monitor assigned grant projects at the district and cost-center level to ensure completion of grant activities and work with staff to monitor grant program requirements and deliverables for compliance
- * (14) Serve as the primary point of contact for the provision of equitable services to private schools as required by law.
- * (15) Serve as the District's Homeless Education Liaison
- * (16) Prepare all required reports and maintain all appropriate records.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Follow all School Board policies, rules and regulations.
- * (21) Demonstrate support for the School District and its goals and priorities.
- * (22) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

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

*Essential Performance Responsibilities