

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### GRANT PROGRESS MONITORING SPECIALIST

#### SALARY SCHEDULE: INSTRUCTIONAL

#### COST CENTER: OFFICE OF ACCOUNTABILITY AND CHOICE (9016)

#### QUALIFICATIONS:

- Bachelor's Degree (minimum), Master's Degree preferred.
- Demonstrated experience with analytic software to include Excel, SQL, SPSS.
- Experienced in the coordination and implementation of District and/or state assessment programs
- Demonstrated ability to research, prepare RFPs and formative and summative evaluation reports.
- Demonstrated ability to communicate effectively in public forums on a wide range of topics.
- Demonstrated ability to design, prepare and produce sound data collection and design evaluation and value-added models.
- Five (5) years' successful experience in the coordination and management of competitive grants, contracts and/or budgets.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Detail-oriented, conscientious, and deadline-driven; familiar with qualitative & quantitative educational assessment tools.
- Able to maintain effective working relationships with other employees, school officials, the general public, the FDOE, and the United States Department of Education.
- Able to multi-task, collaborate, and communicate in an effective manner.
- Able to evaluate a situation and develop an effective course of action
- Able to conduct needs-based technical assistance and training.
- Committed to providing professional, courteous, consistent, and efficient service through the performance of prescribed job duties.

#### REPORTS TO:

Supervisor, State and Federal Programs

#### JOB OBJECTIVE:

Under the direction of the Supervisor of State & Federal Programs, perform professional and administrative grants management duties related to the development of deliverables for grant-funded initiatives at all SCS school sites.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- Serve as lead specialist on grant-funded initiatives.
- Understand and interpret complex federal and state grant requirements and compliance rules, policies, and procedures.
- Support grant programs in data collection, analysis and reporting procedures, and continuous quality improvement.
- Prepare grant deliverables for community and district stakeholders, FDOE, and USDOE.
- Produce accurate reports and other documents to inform grant stakeholders of project success.
- Collaborate with members of the State and Federal Programs and Grants office and other SCS departments on joint projects that provide support to schools.
- Provide regular technical assistance, support, and feedback to schools and departments.
- Use analytic software to include Excel, SPSS and/or SQL.
- Analyze complex data sets on multiple variables to include, but not limited to, Sarasota assessments, FSA, iReady, Achieve3000, etc.

## **GRANT PROGRESS MONITORING SPECIALIST (continued)**

- Use technology to examine grant applications, improvement plans, budgets and financial claims
- according to the policies and procedures of state and federal guidance.
- Leverage experience in education, federal programs, data analysis, data management tools, and/or
- conducting quality professional development opportunities as needed.
- Communicate with schools concerning grant activities, progress monitoring, and evaluation.
- Demonstrate initiative in the performance of assigned responsibilities, complete assignments with
- minimum supervision, and respond to inquiries, requests, and concerns in a timely manner.
- Demonstrate effective communication that promotes transparency, collaboration, and efficiency with
- all stakeholders and Supervisor to include the identification of potential concerns and problems,
- possible solutions, timely follow-up activities, and practices for continuous improvement of processes and procedures.
- Develop and maintain positive relationships with and provide support for internal staff, vendors, school staff (to include traditional, charter, and private schools), and community organizations.
- Exhibit interpersonal skills and behaviors to work as an effective team member.
- Demonstrate support for the department and district goals and priorities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding all work-related matters.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Perform other duties as assigned.

### **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.