



POSITION DESCRIPTION

JOB TITLE: Grants Coordinator Job Class: 1503		
DATE	DEPARTMENT OR SCHOOL Strategic Planning & Grant Development	DIVISION Grant Development
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provide policy level leadership for and direct the development of major district wide state and federal categorical competitive grants, facilitating the work of cross departmental planning teams and involving parent, community and non-public school representation.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provide policy level leadership and coordination in planning and developing major categorical grant proposals for the district, facilitating the work of cross departmental planning teams and involving parents, community and non public school representation.
2. Directs the development of districts ESEA Consolidated Plan for federal title programs, other state and federal grant opportunities under the ESEA No Child Left Behind Act and other district wide grants.
3. Directs the planning, organizing and delivery of online and face to face interactive professional development for directors and coordinators of Title programs, other administrators and/or Teachers.
4. Oversee implementation of federal Title programs and other state and federal grant opportunities under ESEA No Child Left Behind Act to ensure compliance.
5. Ensure that the district's major grant proposals are aligned with the district's strategic plan, identified priorities, and state and federal regulations.
6. Identifies and works to procure potential external funding sources to support district initiatives.
7. Develops and maintains collaborative relationships with schools; district staff; parent community and non-public school representatives; local, state and federal officials; institutions of higher education and business representatives.

8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Five years of successful Teaching experience as a fully certified (5 year) licensed Teacher.
Three years experience working in an Administrative position.
Three years successful educational grant writing experience.
Experience in training and online course facilitation.

Knowledge, Skills, and Abilities

Knowledge and ability to use financial systems. Excellent oral, written and editing skills. Excellent problem solving skills. Adept with computer technology, Word, Excel and Moodle. Evidence of effective networking and facilitation among diverse groups and agencies to develop proposals. Work independently, confidentially and with discretion while meeting tight deadlines. Ability to work effectively under pressures and meet multiple deadlines.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Typical of an office environment, light lifting, bending and standing.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.