

SCHOOL DISTRICT OF OKEECHOBEE COUNTY
COORDINATOR OF GRANTS AND SPECIAL PROGRAMS
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Professional experience including working with grants or other funded programs.
- (4) Experience in the school district preferred.
- (5) Computer proficiency preferred.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage budgets. Ability to communicate orally and in writing. Ability to use a variety of computer software applications. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assistant Superintendent for Instructional Services

JOB GOAL

To coordinate the grant management process and oversee special programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan and develop grant applications.
- * (2) Assist district and school-based staff to align grant proposals with district goals, system initiatives and school improvement plans.
- * (3) Review, analyze and interpret rules and regulations governing specific grants.
- * (4) Coordinate the reapplication process to extend grant programs.
- * (5) Prepare School Board agenda items for grant proposals, contracts and budget amendments.
- * (6) Maintain files on all grant proposals and funded grants.
- * (7) Monitor grant implementation to ensure that supplanting does not occur.
- * (8) Maintain records of in-kind services and complete reports as required.
- * (9) Oversee the budget for each grant awarded to the district.
- * (10) Order materials for grant projects as needed.
- * (11) Evaluate or assist with the evaluations of programs funded by grants.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

- *(13) Disseminate information about grant opportunities to district and school-based staff.
- *(14) Collaborate with district staff, school-based staff and focus groups to determine needs for and sources of funding.
- *(15) Provide oversight and direction for cooperative planning with other agencies.
- *(16) Exercise service orientation when working with others.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Use effective, positive interpersonal communication skills.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Serve on school/district committees as required or appropriate.

Professional Growth and Improvement

- *(21) Maintain a network of peer contacts through professional organizations.
- *(22) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(23) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(25) Participate in state training programs and courses to increase the level of department services.
- *(26) Plan, design and deliver training related to grant management.
- *(27) Participate in cross-training activities as required.

Systemic Functions

- *(28) Represent the district in a positive and professional manner.
- *(29) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(30) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(31) Maintain confidentiality regarding school/workplace matters.
- *(32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(34) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(35) Conduct periodic studies for the purpose of improving the delivery of department services.
- *(36) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- *(37) Model and maintain high ethical standards.
- *(38) Provide leadership and direction for assigned areas of responsibility.
- *(39) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(40) Assist in implementing the district's goals and strategic commitment.
- *(41) Exercise proactive leadership in promoting the vision and mission of the district.
- *(42) Set high standards and expectations and promote professional growth for self and others.
- *(43) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(44) Collaborate with the director, other departments and agencies, and contribute to the planning and operation of the district.

- *(45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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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.

Board Approved: 9/5/13