GRANT FUNDED PROGRAMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for the procurement of federal, state, county and private funds to support educational programs and/or services provided by the school district. The incumbent prepares proposals and submits applications for the school district's grant funded K-12 programs, establishing the necessary controls to effectively utilize the funding in compliance with grantor requirements. Responsibilities may also include operation of district's grant-funded K-12 programs and completion of programs reports and evaluations. Extensive contact with state, county and local agencies, as well as district officials and school Board members are an important aspect of the position. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts needs assessment in the school district to identify those areas where grant funded programs can address educational needs;

Pursues new funding opportunities from foundations, corporations, governmental agencies and individual sources;

Prepares and submits grant applications and proposal letters in accordance with grantors requirements and deadlines;

Develops and maintains a schedule for monitoring and tracking grant application status;

Reviews notices of grant awards and denials;

Develops systems to monitor financial expenditures in accordance with established guidelines;

Evaluates programs in accordance with grant requirements;

Represents and advocates for grant funded programs at local, regional and state levels;

Monitors grant expenditures and prepares the annual budget;

Prepares mandated reports and annual grant renewal applications;

May work with site coordinators to recruit the program staff and assist in the implementation of appropriate staff training;

May work with principals, site coordinators and faculty members to develop criteria for identification of eligible students and appropriate activities for grant funded programs;

Maintains administrative records related to equipment or services procured through federal, state and local capital grants;

Attends required conferences, regional networking meetings, workshops, etc., related to grant funded programs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Thorough knowledge of policies, procedures, and techniques involved in obtaining non-reimbursable funded; thorough knowledge of the educational objectives of the school district; ability to prepare written grant proposals and reports; ability to conduct needs assessment, educational evaluation, and research; ability to assist in the development and implementation of grant initiated programs; ability to establish and maintain effective relationships with school district officials, School Board members, educators, parents, representatives from business and community-based organizations; ability to make formal presentations; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; resourcefulness in the application of funds to district goals and needs; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's* Degree and four (4) years of experience where the primary function was in fund raising, grant writing, grant procurement or coordination of a public or private educational grant program, which must have included responsibility for conducting needs assessment; program monitoring and/or budget development or control.

SUBSTITUTION: A Master's* Degree may be substituted for one (1) year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history
background check.