



BREVARD PUBLIC SCHOOLS JOB DESCRIPTION

Coordinator - Grant Project

QUALIFICATIONS

- Bachelor Degree required from an accredited educational institution in an educational or business related field.
- Minimum five years of teaching and/or administrative experience (or a combination of both) in education or business, required. Experience in an educational organization with leadership experience desired.
- Master's Degree from an accredited educational institution preferred.
- Florida Teaching Certificate preferred.
- Valid Florida Driver License.

Reports to: Director(s) in
Educational
Administration

Supervisor's Superior: Associate Superintendent –
Curriculum & Instruction

Supervises: Direct Grant
Support Team

Job Goal

Plan, organize, and coordinate the activities of a federal grant program to include leadership oversight of the program budget, implementation, and administration.

KNOWLEDGE, SKILLS, & ABILITIES

Must be self-directed and with ability to work in a diverse team environment. Knowledge of federal rules and guidelines pertaining to grant management. Possess an understanding of learning theory, staff development theory, and program development. Possess advanced level of spreadsheet and database skills. Knowledge of evaluation procedures and data analysis. Ability to effectively manage multiple priorities. Ability to develop, plan, and manage a budget. Ability to communicate effectively with all levels of school district personnel and institutions of higher education, business, and community. Ability to maintain effective working relationship with other project team members and partners. Ability to travel.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Ensure all requirements specified by the grant priorities are effectively monitored and accomplished utilizing consistent use of discretion and judgment in its performance.
- Design and facilitate professional development experiences with project staff and partner providers.
- Ensure compliance of grant deliverables and required reports; detail required for complete and accurate documents.
- Prepare applications, brochures, agendas, assessments and other materials needed.
- Effective use of technology appropriate to the needs of the project.
- Assist in the recruitment and retention of participants, and maintain a level of communication to keep all informed and focused, when applicable.
- Manage a district-wide project and ensure completion of assigned deliverables and tasks.
- Attend required meetings, workshops, and conferences.
- Communicate effectively with grant participants, partners, and district personnel.
- Maintain accurate records for project reporting.
- Provide leadership and coordination to personnel employed or working with the project.
- Plan and administer the grant budget under the direction of the Supervisor; maintain a spreadsheet of expenditures and audit file of all grant activities.
- Work with accounting specialist to prepare necessary purchase order, payroll, and expenditure paperwork.
- Develop and prepare interim and end of year reports in collaboration with the independent evaluator.
- Provide outstanding customer service and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools Organizational Values.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Other duties necessary to implement grant program.

Performance Responsibilities: OTHER DUTIES & RESPONSIBILITIES

- Ability to work a flexible schedule. Perform other tasks or services consistent with the job goal of this position.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Medium work: Exerting up to 50 pounds of force occasionally, or up to 20 pounds of force frequently, or up to 10 pounds of force constantly to move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Work Environment

Indoor/outdoor. Sitting at a computer for long periods of time. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & CLASSIFICATION DETAILS

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|------------------|-----------------|-----------------------|-----------------------------------|
| SALARY SCHEDULE: | Non-Bargaining* | DATE DEVELOPED: | May 2009 |
| PAY GRADE: | 22 | DATES REVISED: | Oct 6, 2009 |
| PAY CODE: | 2466 | DATES BOARD APPROVED: | Aug 11, 2009; Oct 27, 2009 |
| PAY TYPE: | C | ADA CODE: | WC1 |
| PAY DAYS: | 261 | FUNCTION: | District Education Administration |
| FLSA STATUS: | Exempt | Classification: | EAP |

** Position funded by a federal grant for the duration of 3-5 years; employment termination when grant funding expires.*

Draft Developed By: Dr. Sherry Meaders, Grant Writer

October 6, 2009: Change experience qualification from "or" to "and/or"

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone _____

Compensation & Classification: Terrilynn Berry _____

Job Recommendation: Susan Standley _____