



COORDINATOR – GRANT PROJECTS

SUMMARY/SCOPE/GOAL

Plan, organize, and coordinate the activities of local, state, and/or federal grant programs to include leadership oversight of the program budget, implementation, reporting and administration.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- BA/BS from a regionally accredited University/Program
- Five (5) years of verifiable and closely related experience required in teaching and /or administrative experience (or a combination of both) in education or business.

PREFERRED/DESIRED:

- MA/MS from a regionally accredited University/Program.
- Experience in educational organization with leadership experience desired.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid State Driver's License.

PREFERRED/DESIRED:

- FLDOE certificate any subject.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Ensure compliance of grant deliverables and required reports; detail required for complete and accurate documents through local, state and/or federal monitoring activities and development of grant applications.
2. Design and facilitate professional development experiences with project staff and partner providers and track completions.
3. Prepare applications, brochures, agendas, assessments, and other materials needed.
4. Write curriculum related to grant requirements.
5. Assist in the recruitment and retention of participants and maintain a level of communication to keep all informed and focused, when applicable.
6. Manage projects to ensure completion of assigned deliverables and tasks.
7. Participate and coordinate meetings, workshops, and conferences.
8. Communicate effectively with grant participants, partners, District and FLDOE personnel.
9. Provide leadership and coordination to personnel employed or working with the project.
10. Plan and administer the grant budget, maintain accurate and reportable data sources of expenditures, and maintain audit files of all grant activities.
11. Work with accounting specialist to prepare necessary purchase order, payroll, and expenditure paperwork.

COORDINATOR – GRANT PROJECTS

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Must be self-directed and able 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. Knowledge of organization and department operations, services, and policies. Ability to present training or presentations to large groups. 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 relationships with other project team members and partners. Ability to travel. Ability to work a flexible schedule. Effective use of technology appropriate to the needs of the project.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

COORDINATOR – GRANT PROJECTS

TRAVEL:

Travel between sites occasionally. Travel out of county often.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	Varies
TITLE CODE:	C2467	CONTENT BY:	Assistant Superintendent – Student Services
GRADE:	22	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	08/11/09	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/11/09	Initial Release	Instructional Services
1.1	10/24/09	Revised: Changed experience qualification from “or” to “and/or”	Instructional Services
2.0	4/23/19	Revised: New format; update Responsibilities to accommodate multiple departments and functions.	Equity, Innov., & Choice
3.0	12.01.20	New Format	Human Resources
3.1	11/30/2021	Update physical requirements to ADA format, added schedule.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.