



### **PURPOSE:**

- The primary function of this position is to administer (plan, organize, coordinate and evaluate) projects utilizing federal, state, and private funding opportunities to benefit the educational excellence of EPSD9 programs, facilities and personnel, as delegated by District directors for the District. The Administrator will be responsible for assuring the District is adhering to grant related policies and guidelines set forth by federal, state and local agencies.

### **REPORTS TO:**

- Director of Teaching and Learning & Special Services

### **QUALIFICATIONS:**

- Knowledge of and ability to interpret local, state, and federal legislation, regulations, policies, and rules governing public school funding
- Ability to develop and implement grant funding processes
- Prefer three years related work experience in writing and managing grants
- Prefer five years of experience in educational position
- Administrative Licensure through TSPC
- Hold a valid state-issued driver's license

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Coordinates and manages grant processes across the District
- Compliance and monitoring of policies set forth by local, state, and federal agencies
- Develop structure and coordinate communication with local, and regional stakeholders
- Participate in professional organizations and community activities/committees related to grant writing proficiency and trends
- Research and keep apprised of changes in grant funding strategies, government regulations, and best practices
- Research funding opportunities, prepare and submit proposals, and track their progress from start to finish
- Assist with development and execution of the District's grant funding budget
- Develop and maintain policies and procedures related to grant funding, and utilize surveys to connect with outside sources as necessary
- Ability and skill to communicate effectively both orally and in writing and maintain effective working relationships with employees and the general public
- Ability to organize high volume of detailed work and record-keeping and consistently meet deadlines
- Ability to maintain confidentiality
- Effective in presenting information and response to questions from employees, various outside organizations, and the general public
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Use relevant information and judgment to determine if funding streams and/or processes comply with laws, regulations, or standards
- Build mutual trust, respect, and cooperation within the District
- Develop measurements to assess the effectiveness of Grant and Title programs.
- Grant and Title reporting to ODE or agency
- Perform other duties as assigned

### **PHYSICAL REQUIREMENTS:**

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to stand, walk and bend on frequent basis
- Requires prolonged sitting or standing
- Ability to be on feet for extended period of time
- Requires some travel

### **Rate of Pay:**

According to Administrator Salary Schedule