



**Job Title:** Coordinator – Grants Management

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 8

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to collaborate with team leaders on all components of grants, oversee implementation of all deliverables, monitor the budget, and provide written and oral reports to the Superintendent and School Board.

## **ESSENTIAL JOB FUNCTIONS**

- Manages resources for grants, including fiscal, materials, personnel, technology, and equipment as well as support services.
- Researches related methods and interprets the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal, state, and grant requirements in the District.
- Assists in the development of procedures and forms to meet federal, state, and grant requirements.
- Prepares written and oral reports on the status of all deliverables identified in the grant, which shall be reported regularly to the Superintendent.
- Assists in maintaining the formal data collection system needed in program planning, evaluation, and allocation of resources.
- Recommends, requisitions, maintains, and oversees the use of materials and equipment necessary for the efficient operation of grants.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill program goals and objectives.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on the District Leadership Team.
- Represents, consistently, the District in a positive and professional manner.
- Pursues opportunities to secure additional grants that align with the District's vision statement.
- Provides leadership and direction for assigned areas of responsibility.

- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitates task accomplishment.
- Facilitates problem solving by individual or groups.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master’s Degree from an accredited educational institution.
- Currently possess or be eligible for a Florida Teaching Certificate in an area of Administration and Supervision or Educational Leadership.
- Minimum of five (5) years of successful experience in teaching.
- Minimum of two (2) years of successful experience in school administration.
- Minimum of two (2) years of successful experience in managing budgets in excess of \$100,000.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of current federal, state, and local laws, statutes, and procedures.
- Requires the ability to display knowledge of educational theories, principles, practices, and techniques related to education.
- Requires the ability to display knowledge of current administration and supervision theories, principles, and practices related to school programs and management.
- Requires the ability to display knowledge of school finance and budgeting, to include specific rules for federal/state funding.
- Requires the ability to display knowledge of evaluation systems techniques and instruments, their purpose, appropriate application, and interpretation of results.
- Requires the ability to display effective oral and written communication skills, including working with a variety of stakeholders.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operation; such as word processing, telecommunications use, spreadsheet data collection, and information management.

**PHYSICAL DEMANDS**

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.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval:**

**Date of Revision:**