

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Supervisor Grants Management

GENERAL DESCRIPTION

The essential function of the position within the organization is to oversee both discretionary and entitlement grants for the District. The position is responsible for administering grants, maintaining grant program records, preparing required reports, and performing related work as required.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Annual planning for preparation for grant continuation proposals, including entitlements.

Administers grants awarded, as assigned.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District, US and FL Departments of Education and/or other agencies.

Maintain good communication with grant project staff who supervise grant activities.

Provide technical assistance regarding grant activities, requirement updates and changes.

Trains teachers and administrators in grant requirements through District professional development days, workshops and classes; develops training materials and manuals.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Prepare budget amendments.

Maintain grant records including the grant proposal, award letter, reports, and formative and summative evaluations.

Approve appropriate grant project staff Personnel Information Forms (PIFs).

Knowledgeable of federal and state rules and regulations and ensures compliance.

Approve all Requisitions and Purchase Orders of grant project staff.

Develop and monitor grant budgets.

Prepare and oversee multi-site contracts.

Reviews financial reports on balance available, amount encumbered and amounts budgeted.

Develop and maintains specialized databases and systems for recording, analyzing and reporting data to federal and state agencies.

Ensure that grant activities are consistent with the approved grant application.

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Writes reports for District projects; monitors and prepares work papers and other documentation.

Supervise any district personnel hired to assist with grant management.

Coordinate with all appropriate District departments connected to grant activities and requirements.

Consults with grant project staff, Finance, grant partners and others to interpret grant requirements, activities, budgets and other factors.

Works with outside agencies on grant partnerships, including but not limited to: government social service and health departments, local churches, private foundations and non-profit organizations.

Attends school, District, community and other meetings; participates as a member of professional organizations and associations as appropriate.

Attends training, conferences and workshops as appropriate to enhance job knowledge and skills.

Carry out day to day grant management activities such as routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

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Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters with proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education, education administration, grant writing/management or related field.

Licenses Certifications Registrations Required:

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Eligibility for Florida certification in Educational Leadership is required

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director of Teaching & Learning

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Supervises:

N/A

PAY GRADE: From: AT38A1 To: AT38O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016