



DEFINITION

Under direction of the Superintendent is responsible for conducting the full range of activities required to prepare and submit grant proposals to all federal, state and private funding entities; is responsible for providing guidance, professional development and technical assistance to administrators and teachers to ensure effective implementation of all grant funded activities as well as all compliance documentation and audits.

REPRESENTATIVE DUTIES

Analyzes federal, state, and private agency funding trends and potential resources to assess potential applicability to district program initiatives and/or goals; analyzes resource needs and work with departments to develop plans and strategies to compete and apply for grants. Researches funding sources; coordinates the preparation and processing of grant applications; develops and maintains partnerships with governmental and private granting agencies; review all grant agreements, documenting and communicating all deliverables, deadlines and responsibilities to stakeholders. Complete all follow-up compliance, technical oversight, progress reports, budgets, and program monitoring documentation for awarded grants. All in accordance with the Lowell Joint Core Values and Guiding Goals.

Provides training and consultation services to grant project directors, their supervising and support staff in support of compliance with all programmatic and fiscal regulatory requirements; provides technical assistance to faculty, staff, and administrators in a wide variety of areas including district policies and procedures related to grant management, budget preparation and management, and grant program development. Conducts regularly scheduled session with stakeholders to assess program status and to address needs and concerns; develops sub-award and independent contractor agreements related to grants.

Advises, facilitates, and makes reports to appropriate administrative bodies and other advisory committees; participates in policies and procedures development and implementation; prepares complex periodic reports, statements, and analyses of grant related data; provides technical oversight regarding grant applications, grant modifications, progress reports and budgets; ensures grant deliverables and deadlines are met in compliance with grant agreements, preparing narrative and financial reports for grant agencies within prescribed timelines.

Track expenditures of each initiative to ensure that all funds are fully spent according to the approved grant; designs and provides technical assistance to schools, create and execute accountability systems, and leverage data to drive decision making at the school and district level; keeps abreast of current school system developments that may impact the management of grant programs, contractual agreements and compilation of reports.

Develop as a professional; maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assure all progress meet Lowell Joint District standards, and adhere to Lowell Joint District Core Values and Guiding Goals & Priorities.

- Participate in Instructional Cabinet and Instructional Leadership Team as well as faculty/staff meetings and committees
- Participate in faculty/staff meetings and committees

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Best instructional practices as well as academic programing, which include college and career technical education
- Best practices in successful grant management
- Federal, state and foundation funding agency regulations
- Principles of audit readiness and audit requirements
- Policies and procedures related to grant management in education
- Budget development and management
- Methods, practices and terminology used in the grants area
- Effective leadership communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Exercise judgement and initiative
- Work under pressure of recurrent deadlines with frequent interruptions
- Communicate effectively using a variety of platforms
- Work effectively with faculty, administrators, staff, Board, and representatives from outside organizations
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS:

- Possession of a Master's Degree or higher from an accredited institution
- Possession of a California Teaching Credential
- Demonstrated experience in grant writing, college/career educational programing, and classroom experience
- Possession of, or in process of, earning an Administrative Credential from and accredited institution
- Three (3) years of categorical grant experience is preferred

EMPLOYMENT REQUIREMENTS:

- Current and valid Tuberculosis (TB) clearance.
- Fingerprint clearance for school personnel.
- Appearance, grooming, and personality which establish a desirable example for students, staff, and stakeholders

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.



PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects such as records or files typically weighing up to 20 pounds. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. There is frequent contact with staff and public and the need to meet multiple demands from several people. The employee will need to drive to District sites training facilities, community meetings and other locations as needed. The noise level can be moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule as Expanded Learning Coordinator.

PERIOD OF SERVICE

Work Calendar as adopted by the Board of Trustees. 204 days of the year with the option of an additional 30 days of service at the position daily rate.