

**SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**  
**DIRECTOR -- GRANTS ACQUISITION AND SPECIAL PROJECTS**  
**JOB DESCRIPTION**

<b>JOB CODE:</b>	630052	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	05
<b>CONTRACT CODE:</b>	04	<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Masters degree from an approved accredited educational institution in administration and supervision, educational leadership preferred;
- (2) Minimum of three (3) years successful in administration, business management, and budget and finance;
- (3) Experience in grants development; or research or proposal development; or technical or curriculum writing preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to maintain effective working relationships with colleagues, agencies, school administration, teachers, and students. Knowledge of grant procurement and project fund management. Knowledge of Florida school law guidelines and procedures of various state, federal and foundation agencies as it relates to the implementation and administration of grants. Knowledge of research, current trends and best practices in staff development, effective teaching, clinical supervision, and performance appraisal. Knowledge of statutes, policies and rules related to assigned programs. Ability to communicate effectively orally and in writing. Ability to make presentations to a variety of audiences.

**REPORTS TO:**

Director, Executive – Curriculum and School Improvement

**JOB GOAL**

To plan, procure, and direct applications for special programs and projects; effectively manage grant funds; and manage the District Staff Development programs.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Coordinate the application and submission of grant proposals and contracts.
- \* (2) Negotiate grant awards and project amendments with funding agencies.
- \* (3) Coordinate a plan for implementing and evaluating the required grant actions/activities in collaboration with appropriate personnel.
- \* (4) Establish and implement a data collection system to document the progress and outcomes of the specified grant activities.
- \* (5) Monitor implementation to ensure adherence to grant requirements, timelines and outcomes.
- \* (6) Prepare renewal applications, incorporating input from appropriate stakeholders, to ensure ongoing access to available grants.

## DIRECTOR -- GRANTS ACQUISITION AND SPECIAL PROJECTS (Continued)

- \* (7) Provide technical support for the application of federal, state, foundation and other funding sources.
- \* (8) Direct and administer categorical programs.
- \* (9) Provide leadership for development of innovative programs.
- \* (10) Serve as district liaison with other agencies, groups, and individuals.
- \* (11) Coordinate audits and site visits by funding agencies.
- \* (12) Conduct pre-audits for grants administered by other departments.
- \* (13) Coordinate the preparation of interim and final grant reports to the funding agency.
- \* (14) Conduct assessment of appropriateness of outside agency requests to participate/ implement grant programs in the school system.
- \* (15) Review and interpret federal, state and foundation program and financial requirements.
- \* (16) Monitor and audit programs for compliance.
- \* (17) Keep abreast of legislative and governmental developments that offer potential benefit to the school system.
- \* (18) Disseminate information about funded grants.
- \* (19) Provide training and technical assistance on grant writing and administration.
- \* (20) Oversee the budgets of all grants.
- \* (21) Coordinate tracking, collecting and reporting of grant-required data and deliverables.
- \* (22) Attend all required state, federal and local grant related meetings.
- \* (23) Work closely with district and school staffs to support school improvement initiatives and processes.
- \* (24) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (25) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (26) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (28) Be knowledgeable of and adhere to Board policies.
- \* (29) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \* (30) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (31) Monitor district compliance with applicable codes, rules and statutes.
- \* (32) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions. Keep supervisor informed of potential problems or unusual events.
- \* (34) Assist in the preparation and administration of the District and divisional budget.
- \* (35) Participate in the development of policies and procedures.
- \* (36) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (37) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (38) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (39) Develop appropriate Board agenda items pertaining to areas of responsibility.

## DIRECTOR -- GRANTS ACQUISITION AND SPECIAL PROJECTS (Continued)

- \*(40) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(41) Respond to inquiries and concerns in a timely manner.
- \*(42) Model and maintain high ethical standards.
- \*(43) Plan, implement and evaluate staff development activities of assigned personnel.
- \*(44) Adhere to applicable safety standards.
- \*(45) Follow attendance, punctuality and proper dress rules.
- \*(46) Maintain confidentiality regarding school/workplace matters.
- \*(47) Serve on district, state, or community councils or committees as assigned or appropriate.
- (48) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

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.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 11

Adopted: 7/20/10

Revised: 5/19/15

Revised: 9/12/18 (Superintendent)

Revised: 11/16/21