



Job Description

Job Title: Grants Coordinator II
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Director II, Federal Programs
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for identifying and writing grants for the school division and conducting any special projects requested/directed by the Director II, Federal Programs or other appropriate administrator.

Essential Duties

1. Conducts extensive research to identify grant foundations and determine available grants; writes grant applications; designs and writes grants.
2. Composes grant-writing literature for school division personnel; conducts workshops on grant writing; assists school division in writing grants.
3. Reviews grant proposals; functions as the conduit through which all school division grants are provided to executive leadership for review and disposition; monitors the submission of all grant proposals.
4. Provides advice and technical assistance in writing grants.
5. Interprets legislation, policy and guidelines related to grants and grant-writing.
6. Serves as liaison with collaborating agencies.
7. Develops and recommends long and short-term program goals; conducts ongoing needs assessment to determine future program/grant needs.
8. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs related work as assigned by the Director II, Federal Programs or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A masters degree in education with significant coursework in technical writing and three years experience in grant writing; or any equivalent combination of training and experience which provides the required knowledge, skills and experience. Must possess considerable knowledge of educational research methodology, including research design, program evaluation and data analysis. Considerable knowledge of the current legislation, literature, trends, methods and developments in grant writing; considerable knowledge of existing grant foundations and grants available to school systems, and knowledge of the grant application process. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director II, Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Federal Programs or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date