

Newport News Public Schools Job Description

Job Title: Grant Assistant - PT
Position Code:
Job Classification: Non-Exempt

Supervisor: Supervisor II, Security
Pay Grade: 27
Contract Length: Non contracted
Temporary

Job Summary

Coordinates activities concerning a grant for readiness and emergency management in schools. Prepares correspondence, develops and assists with research, training, and other related activities. Works a flexible schedule averaging 20 hours per week through February of 2009. Collaborates with community partners, school representatives, and U.S. Department of Education representatives. Maintains records and documentation related to grant activities.

Essential Duties

1. Develops and maintains records, documents and files related to the grant.
2. Assists in developing and presenting training sessions.
3. Prepares correspondence to various government agencies, school representatives, and the public.
4. Researches and recommends purchases
5. Responds to inquiries from employees and the public
6. Attends and successfully completes any related training
7. Performs other related duties as assigned.
8. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor 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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Associate's degree and/or experience in emergency management, public administration, mass communications or related field. Understanding of crisis management and National Incident Management System. Ability to lead a group to task completion, ability to network and facilitate community collaboration, ability to coordinate the work of diverse groups, knowledge of adult learning theory. Ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Competent in Microsoft Word, Excel and PowerPoint. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Ability to multi-task work assignments. Excellent customer service skills. Ability to establish and maintain effective working relationships with school staffs, outside agencies, and the public.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; 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 an office/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor II, Security

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II or other 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