

CLASSIFICATION DESCRIPTION

TITLE: Federal Programs Supervisor/ Grant Writer

TITLE OF IMMEDIATE SUPERVISOR: Assistant Superintendent

ACCOUNTABLE FOR (Job Titles): Federal Programs Clerical, Coordinators of individual federal programs

SUPERVISES: Federal Programs Clerical

PAY GRADE ASSIGNMENT: DDWIAA - 1.00FTE - 52 Weeks

GENERAL SUMMARY OR PURPOSE OF JOB: Complies with federal requirements for federal funding, completes all required documentation and reporting regarding federal grants. Seeks out and pursues general grant opportunities to support the district's aims and goals.

ESSENTIAL DUTIES: (These duties are a representative sample)

- Manage federally funded program budgets
- Assure that the District is adhering to state and federal accountability requirements
- Oversee federal programs
 - Title Programs
 - Collaborate with Curriculum & Instruction Coordinator in the development of a standardized Title I program across the District K-8 and of an evaluation system for Title programming
 - Home School
 - Collaborate with District Home School liaison who will:
 - Maintain current knowledge of Minnesota Statutes regarding Homeless Education
 - Develop a process for home school families to report to the school district
 - Maintain documentation of required subjects being taught
 - Develop a process for yearly state reporting
 - Develop a system on making on-site visits as necessary
 - Homeless Education
 - Collaborate with District homeless liaison
 - Oversee McKinney-Vento Homeless Assistance Act requirements
 - English Language Learners (ELL)
 - Collaborate with district ELL Coordinator who will:
 - Develop a protocol for student identification and placement
 - Develop a program which addresses the needs of all levels of English proficiency
 - Develop a plan for integrated services into the school day
 - Adhere to state and federal fiduciary requirements
 - Develop an ongoing program evaluation
 - Gifted and Talented Education (GTE)
 - Collaborate with district GTE coordinator who will:
 - Develop a statement of program philosophy, goals and objectives
 - Plans for integration of services into the school day
 - Develop an extensive identification process including best practice and protocols
 - Develop a GTE professional development plan
 - Develop an ongoing program evaluation
 - Collaborate with Director of Assessment, Evaluation and Performance to comply with requirements of No Child Left Behind Legislature
 - Seek out, pursue, and manage general grant opportunities that support the District's aims and goals

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

- Licensed to teach by the Minnesota Department of Children, Families and Learning.

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- Federal, State, and District Learning Standards
- State and Federal curricular requirements and regulations
- Federal and State reporting requirements
- Grant writing experience
- General knowledge of budgeting and accounting
- General knowledge of educational law, especially regarding NCLB.

SKILL REQUIREMENTS: (Skilled in)

- Communication and interpersonal skills with staff and community members.
- Excellent organizational skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Grant writing
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.