

Tupelo Public School District

	FLSA STATUS: Non-Exempt
JOB TITLE:	Grant Coordinator
QUALIFICATIONS:	<ul style="list-style-type: none"> • Bachelor’s Degree • 2 years successful experience in creating, directing, coordinating, training, and monitoring grant-funded programs. • Working knowledge of state and national resources available to meet district’s needs • Excellent written and verbal communication skills • Such alternatives to the above qualifications as the board may find appropriate and acceptable.
REPORTS TO:	Person designated by the Board or the Superintendent
JOB GOAL:	Develop and coordinate grant-funded programs for the district.

PERFORMANCE RESPONSIBILITIES:

- Research, develop, manage, and communicate related to grant opportunities that could positively impact staff and student outcomes in the Tupelo Public School District (TPSD).
- Research potential grant avenues and opportunities to support TPSD district goals and initiatives. Determine grant eligibility, timeline, application requirements, etc.
- Write grant applications and submit by outlined deadlines.
- Obtain additional information on grants that are not received in order to learn from mistakes and make changes in future application cycles.
- Disseminate grant opportunities to TPSD staff via varied communication mediums.
- Advise district and school-based staff on grant opportunities and support staff in development of grant applications.
- Provide grant trainings and/or coaching for staff members interested in learning broadly about grants as well as learning about grants previously received by district staff.
- Assist district personnel and teachers in evaluating their grant applications through the interpretation of outlined applications and work with staff to refine and strengthen applications.
- Keep the TPSD board apprised of grants in progress (quarterly).
- Communicate with the school-based staff related to grant purchase order submissions and order processing.
- Support the processing of all grant funds by serving as the overseer of all grant funds.
- Oversee all recurring grant channels, inclusive of but not limited to, the Association of Excellence in Education, Toyota Wellspring Education Fund, and Mississippi Department of Education opportunities.
- Act as a liaison between the points of contact at the recurring grantor organizations with the school-based points of contact.
- Showcase grants in action by communicating with the grantor and/or media points of contact to reveal pictures, videos, and testimonials of the grants in action.
- Participate in grant trainings, workshops, and professional development (as applicable) to strengthen skill sets related to research, development, management, and communication surrounding grants in alignment with nationwide best practices.
- Performs other tasks as assigned by supervisor.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel, objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT: 240 Days. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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