

Grant Manager

Reports To: Superintendent
Dept / Campus: Central Administration
Pay Grade: P-604 (Part-Time)
Board Approval: April 2025

PRIMARY PURPOSE / FUNCTION:

Facilitate the administration of awarded state and federal grants.

QUALIFICATIONS:

Education/Certification:

Minimum: Master's Degree from accredited college or university
Texas mid-management or other appreciate Texas Leadership Certificate
Preferred: Doctoral Degree

Special Knowledge/Skills:

Experience in coordinating projects at various educational levels
Interpersonal skills in communicating and supporting superintendent and senior level officials
Ability to manage, organize, prioritize multiple tasks and meet timelines

Experience:

Six years teaching experience
Prior experience working with special programs
Prior experience in a district administrivia role

MAJOR RESPONSIBILITIES AND DUTIES:

1. Communication with the Texas Education Agency in completion of required progress.
2. Develop alignment between the district mission, vision, and goal of the grant.
3. Submit the percentage of teachers on case study campuses that return to the district in teacher, instructional coaching, principal, or assistant principal positions in the 3 years following the completion of the teacher time study, including TSDS numbers.

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4. Work with administrators and teachers in the collection of data and the completion of grant reporting requirements.
5. Serve as the lead on the cabinet level administrative team (District Quality Improvement Team).
6. Serve as liaison between the TEA, required Technical Assistance providers, District Quality Improvement Team and La Vega Leadership.
7. Ensure regularly and consistently meeting with the TEA and or required Technical Assistance providers.
8. Manage budget of grant funds in stipends for teachers, administrators and Asst. Superintendent for Finance.
9. Complete needs analysis that includes findings from data, teachers, administrators, policy and document audits using information collected from campuses.
10. Identify improvements through a completed gap analysis, identifying an ideal state based on a framework of practices, and identifying strategies to move the district from the current state toward identified goals and objectives.
11. Submit a summary of action steps in response to the findings of the needs and gap assessments.
12. Attend all grant required events.
13. Submit and respond to TEA quarterly progress reports on the implementation.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assigned personnel and programs.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written)
Interpret policy, procedures, and data
Maintain emotional control under stress
Ability to manage others in a non-coercive manner

Physical Demands:

Frequent district-wide and statewide travel
Occasional prolonged and irregular hours
Ability to lift and carry 50 lb.

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The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee

Date

Supervisor

Date