

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Innovation Program Facilitator
QUALIFICATIONS:	<p>Bachelor's degree with some study and /or work experience demonstrating successful management of Special Initiatives or Programs.</p> <p>Excellent English language writing, synthesizing, editing and proofreading skills.</p> <p>Exceptional judgment and ability to handle confidential information with complete discretion.</p> <p>Ability to meet deadlines, and to immediately adjust to unexpected changes in assignments and priorities.</p>
REPORTS TO:	Person designated by the Board or the Superintendent
JOB GOAL:	<p>Spearhead, coordinate and schedule implementation of Special Programs.</p> <p>Establish lines of communication / partnerships with local businesses, non-profit organizations, and other stakeholders to enable the district to meet objectives.</p>

PERFORMANCE RESPONSIBILITIES:

1. Coordinates with community leaders and organizations for the purpose of building resources and expanding / creating program capabilities.
2. Promotes district projects and programs to stakeholders.
3. Facilitates the creation and coordination of business partnership programs.
4. Makes public presentations and create spreadsheets, and/or power point presentations to communicate special programs. .
5. Work collaboratively with stakeholders on program-related budgets for the purpose of ensuring that funding, personnel, and equipment are available to meet program objectives.
6. Produce and synthesize new research, reports and data relevant to Special Initiatives.
7. Prepare, proofread and edit written work, summaries of proposals and presentations as requested.
8. Perform additional duties and assignments as assigned by supervisor
9. Researches opportunities and develops strategies for writing, coordinating and obtaining grants.
10. Works with budget specialists to assist program managers who are developing proposals to seek grant funds by preparing forms and budgets and assembling documents to submit to granting agencies
11. Handles request for information about grants and assembles, furnishes, and maintains forms, reports, and other materials and financial and statistical records related to all grants
12. Organizes and maintains grant files.
13. Reviews and analyzes all grant applications for compliance with grantor preferences, requirements, and future commitments

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 Exempt Personnel

Approved By:		Date:	
Read and accepted by:		Date:	