

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/10/23



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**Recognition:** ☐ Students ☐ Staff ☐ Parents  
**Information:** ☐ Building Report ☐ Old Business ☐ Superintendent's Report  
**Action:** ☐ Resignation ☐ Hiring ☐ Contract Service

Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals  
☐ Termination ☐ Legal Matters ☐ Other:  
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

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**Date:** 1/3/23

**To** School Board Members

**From:** Corrina Guardipee-Hall ED.S.  
**Title:** Superintendent

**Subject:** Create ESSER Project Manager Position 2022-2024 (Grant Position–Temporary)

**Description:** With the increase in requirements for ESSER funds, I am asking the board to create a Temporary ESSER Project Manager position.

**Financial Impact:** \$40,000.00 + fringe

**Funding Source (Budget/grant, etc.):** ESSER II and ESSER III

**Attachment(s):** Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: \_\_\_\_\_



## Browning Public Schools JOB DESCRIPTION

Effective: January 10, 2023



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### ESSER Project Manager (Grant Position - Temporary)

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Professional Technical (260 Day)

#### Summary of Functions

Under general supervision, serves as a Project Manager for all ESSER Grant Funds to include monitoring budgets, expenditures, gathering community input, and reporting.

**Requirements:** Previous experience in Grant reporting/business-related fields. **Description:** ESSER Project Manager is responsible for, but not limited to the following:

#### ESSER Compliance:

- Responsible for ensuring programmatic and operational compliance for all ESSER FUNDS.
- Works closely with school staff to ensure that these systems and processes are being implemented with fidelity.
- Works closely with aligning budgets -E-grants, implementation, expenditures of programs and reports.
- Assists the Superintendent and Finance Director in completing all requisite reports related to ESSER grants.
- Ensures accurate and timely completion of required reports.
- Compiles data, analyzes information, delivers reports, and maintains records for audits and other compliance matters.
- Provides progress reports to central office leadership.
  - Provides support and assistance to Human Resource Director, Director of Curriculum & Instruction, Business Management, and Superintendent:
  - Records - Maintains records of all inventories for Curriculum/Title I Department as directed by the supervisor.
  - Data - Assists in data entry for the ESSER grants: applications, budgeting, expenditure requests, reporting and other requirements.
  - Meets Deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
  - Communications - Communicates and prepares correspondence effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary to maintain a smooth flow of work in process.

## Qualifications:

- Minimum of an AA (BA is preferred)
- At least 5 years of work experience; in business/book keeping/grants management.
- Strong project management skills, ability to organize, manage multiple tasks simultaneously and independently.
- Strong analytical, problem-solving and forward-thinking skills.
- Team player with strong interpersonal/influence skills.
- Proficient in Microsoft Word, Excel, and other technology systems and software.
- Demonstrated passion for and commitment to Browning Public Schools.
- Hours may extend before and after business hours and weekends.

**Work Environment** - Reasonable Accommodations Statement to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Starting wage: \$40,000

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.