

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### GRANT RESOURCE SUPERVISOR

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, or Professional School Principal.
- (3) Valid Florida certificate in an area related to the grant.
- (4) Minimum of three (3) years successful teaching experience.
- (5) Prefer experience in adult training, curriculum writing projects, electronic media presentations, and teaching.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. Ability to read, interpret, and apply district, state, and federal policies, guidelines, laws, and rules. Ability to develop and manage large scale budgets. Ability to work collaboratively with others. Ability to use computers and electronic media presentation software and equipment. Ability to collect, organize analyze, and interpret data. Ability to present to a variety of audiences.

#### REPORTS TO:

Department to which Grant was awarded.

#### JOB GOAL

To coordinate the development, implementation, and assessment activities required to meet the grant related goals in accordance with District philosophy, goals, and objectives.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Technical/Professional Knowledge

- \*(1) Define goals and objectives for the assigned grant.
- \*(2) Coordinate identified grant, ensuring that federal, state, and District requirements are met.
- \*(3) Contribute the expertise necessary to ensure that all grant related activities are integrated with current District initiatives.
- \*(4) Collect and analyze data related to grant activities.

##### Communication

- \*(5) Communicate effectively, orally and in writing, with other professionals,

## **GRANT RESOURCE SUPERVISOR (continued)**

- students, parents, and community.
- \*(6) Interact with parents, outside agencies, businesses, and community to enhance understanding of District initiatives and priorities and to elicit assistance for students.
- \*(7) Use a variety of communication techniques and tools to enhance collaboration and communication.
- \*(8) Respond to inquiries or concerns in a timely manner.
- \*(9) Assist in the preparation of district-wide newsletters, communications, and electronic postings related to the grant objectives.
- \*(10) Promote awareness of available media and technology appropriate to planning student educational activities based on district and state goals.

### **Proactive Orientation**

- \*(11) Assist in the recruitment and selection of personnel as requested by the principal or District administration.
- \*(12) Actively promote and participate in the pursuit of the District vision and mission.
- \*(13) Exercise proactive leadership in promoting the vision and mission of the District.

### **Critical Thinking**

- \*(14) Develop long and short-range plans based on District, state, and federal grant priorities.
- \*(15) Plan and prepare strategies which support school improvement plans and the District mission.
- \*(16) Design and implement an evaluation system for assigned grant.
- \*(17) Design, organize and conduct train-the trainer sessions necessary to support the grant objectives.
- \*(18) Conduct school based training.

### **Continuous Improvement**

- \*(19) Set high standards for self and others and encourage reading higher standards.
- \*(20) Provide for his/her professional growth through reading, workshops, seminars, conferences, membership in appropriate professional organizations, and advanced course work.
- \*(21) Model appropriate classroom strategies for curriculum, instruction, and assessment.
- \*(22) Keep abreast of current research, trends, methods, and practices related to the assigned grant.
- \*(23) Participate actively in professional organizations.

### **Facilitation**

- \*(24) Lead writing teams with the production of activities, lessons, and other resources.
- \*(25) Coordinate teachers and other personnel for the purpose of planning and developing appropriate instruction for the grant goals.
- \*(26) Assist trainers with scheduling and preparation for training and workshop

## **GRANT RESOURCE SUPERVISOR (continued)**

sessions.

- \*(27) Observe and coach teachers as a follow-up to inservice training.
- \*(28) Collaborate with other professionals to ensure ongoing evaluation of the program.

### **Managerial**

- \*(29) Prepare materials, electronic media and other resources for meetings, task team work, and presentations.
- \*(30) Serve as the grant administrator to coordinate all grant related activities.
- \*(31) Coordinate the selection of instructional materials and appropriate supplementary supplies.
- \*(32) Serve as the chairperson for writing and field test teams.
- \*(33) Complete appropriate reports for local, state, federal and educational agencies.
- \*(34) Develop and monitor the grant budget and preparing and maintaining all grant related forms and documents.

### **Constancy of Purpose**

- \*(35) Collaborate with other professionals through participating on committees to ensure coordinated and effective services for children.
- \*(36) Serve on school/District committees for the planning and implementation of programs and/or services.
- \*(37) Serve as liaison with outside agencies to articulate the vision and mission of the District and seek additional resources.
- \*(38) Serve on District committees and task forces in support of District initiatives and priorities.
- \*(39) Serve as a district representative at emergency shelters as determined by the Superintendent.

### **Decisiveness**

- \*(40) Make and share decisions in a timely manner.
- \*(41) Respond quickly in emergency situations.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Position will end at the conclusion of the grant for which this person was assigned.

**GRANT RESOURCE SUPERVISOR (continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

<b>Board Action</b>	<u>6/20/00</u>
<b>Approved</b>	<u>6/20/00</u>
<b>Revised</b>	<u>10/5/04</u>