

JOB TITLE: GRANT RESOURCE TEACHER Approved 2/16/99

JOB DESCRIPTION:

It is the responsibility of the Grant Resource Teacher to coordinate the development, implementation, and assessment activities required to meet the grant related goals under the supervision of the grant administrator. The Grant Resource Teacher will also plan, coordinate, and implement inservice programs and the dissemination of information relevant to the use of materials and electronic media developed during grant activities.

* This position will end at the conclusion of the grant for which this person was assigned.

Duties of this position include but are not limited to:

1. Coordinating:
 - a. Working with the grant administrator to coordinate all grant related activities
 - b. Assisting writing teams with the production of activities, lessons, and other resources
 - c. Working with teachers and other personnel for the purpose of planning and developing appropriate instruction for the grant goals
 - d. Assisting trainers with scheduling and preparation for training and workshop sessions
 - e. Preparing materials, electronic media, and other resources
2. Training:
 - a. Conducting train-the-trainer sessions necessary to support the grant objectives
 - b. Conducting school based training
 - c. Coordinating the selection of instructional materials and appropriate supplementary supplies
 - d. Modeling appropriate classroom strategies for curriculum, instruction, and assessment
 - e. Serving as the chairperson for writing and field test teams
 - f. Providing for his/her professional growth through reading, workshops, seminars, conferences, membership in appropriate professional organizations, and advanced course work
3. Coaching:
 - a. Attending and supporting writing team and field test team meetings
 - b. Providing assistance to writing and field test teams
 - d. Coaching teachers as a follow-up to inservice training
 - e. Promoting awareness of available media and technology appropriate to planning student educational activities based on district and state goals
4. Monitoring and Reporting:
 - a. Completing appropriate reports for local, state, federal and educational agencies
 - b. Assisting the grant administrator with the collection and analysis of grant activity generated data
 - c. Assisting the grant administrator with developing and monitoring the grant

budget and preparing and maintaining all grant related forms and documents

5. Other Responsibilities

- a. As assigned by his/her immediate supervisor(s)

REQUIRED QUALIFICATIONS:

1. Bachelor's degree or higher.
2. Valid Florida Educator's Certificate in an area related to the grant.

DESIRED QUALIFICATIONS:

1. Master's degree.
2. Experience in a like position.
3. Experience in adult training.
4. Successful teacher training evaluations.
5. Experience with curriculum writing projects.
6. Experience working with electronic media and presentation hardware.
7. Three years of teaching experience in an area related to the nature of the grant.