

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

GRANT RESOURCE SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Valid Florida certificate in an area related to the grant.
- (3) 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. Ability to read, interpret, and apply laws, policies, and rules. 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:

Director of Curriculum and Instructional Services

JOB GOAL

To coordinate and manage the implementation of a specific grant to ensure that the goals and objectives of the grant are achieved and that requirements of the grant are met.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Plan with teachers and other professionals for grant-related activities.
- * (2) Assist trainers with scheduling and preparing for training and workshop sessions.
- * (3) Develop an efficient and effective system for keeping records and necessary information.
- * (4) Provide assistance to writing and field test teams.
- * (5) Ensure compliance with all aspects of the grant requirements.

Communication

- * (6) Conduct school visits to lend assistance and support.
- * (7) Communicate with grant sources, collaborative agencies, and appropriate District departments in reference to the grant.
- * (8) Work with other supervisors and administrators to coordinate and promote grant objectives.
- * (9) Communicate effectively orally and in writing.
- * (10) Assist in the preparation of District-wide newsletters, communications, and electronic postings related to the grant objectives.
- * (11) Use effective strategies to make presentations or interact with a

variety of audiences.

Proactive Orientation

- * (12) Serve as chairperson for grant-related committees.
- * (13) Promote awareness of available media and technology appropriate to planning student educational activities based on District and state goals.
- * (14) Conduct train-the-trainer sessions necessary to support grant objectives.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.

Critical Thinking

- * (16) Develop long- and short-range plans for the implementation of the grant.
- * (17) Collect information and data needed for developing or evaluating grants.
- * (18) Use technology effectively.

Continuous Improvement

- * (19) Model appropriate classroom strategies for curriculum, instruction, and assessment.
- * (20) Set high standards for self and others.
- * (21) Conduct training in grant-related professional development activities.
- * (22) Observe and coach teachers as a follow-up to in-service training.
- * (23) Keep abreast of current research, trends, and best practices through reading, workshops, seminars, conferences, membership in appropriate professional organizations, and/or advanced course work.

Facilitation

- * (24) Assist teachers and other professionals in the implementation of grant-related tasks.
- * (25) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.
- * (26) Facilitate individual and group problem solving.
- * (27) Assist trainers with school-based training workshop sessions.

Managerial

- * (28) Prepare materials, electronic media and other resources for meetings, task team work, and presentations.
- * (29) Work with the grant administrator to coordinate all grant related activities.
- * (30) Coordinate the selection of instructional materials and appropriate supplementary materials for implementing the grant objectives.
- * (31) Prepare and submit appropriate records and reports for local, state, federal, and educational agencies.
- * (32) Assist with developing and monitoring the grant budget and maintaining all grant related forms and documents.

Constancy of Purpose

- * (33) Serve on District committees and task forces in support of District initiatives and priorities.
- * (34) Exhibit commitment to the vision and mission of the School District.
- * (35) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (36) Make and share decisions in a timely manner.
- * (37) 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.

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