

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Grants

Date Prepared: 08/2005, 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

091	Grantsmanship	Seek funding from the federal and state governments for special programs.
090	Application Processing	Complete and process applications or forms for funded programs.
093	External Funding	Research and recommend potential funding sources for projects or programs. Coordinate and/or conduct development of grant proposals or funding requests (e.g., for Pell Grants, Supplemental Educational Opportunity Grants).
092	Grants Management	Monitor or review grants/contracts for restricted programs. Administer any policies, procedures, and restrictions imposed by grants/contracts.
094	Grant/Program Reporting	Prepare status and/or final reports for funding agencies.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, et. Communicate information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
241	Instructional Staff Consultation	Observe and assist teachers and instructional support staff in area of specialty (i.e., regular, technical or special education, Chapter One, Bilingual Programs, or Gifted Student Curriculum.). Conduct Workshops and demonstrations on teaching techniques, curricula, materials, and resources.

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Activity Name (cont.)

046	Document Review	Review and/or revise reports and documents for accuracy and completeness.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
560	Internal Communications	Write, edit, and communicate administrative and informational matters to students and staff.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight years related experience; or High School diploma or equivalent with ten years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.
Effective Date:	08/2005, 07/01/2003