

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/14	<b>GRANT COORDINATOR</b> Oregon Pre-kindergarten, Salem Family Literacy, Kindergarten Readiness Programs	2.8.4
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing a variety of roles, including planning, organizing, coordinating, supervising, and evaluating activities and services associated with the Salem Family Literacy, Oregon Pre-kindergarten Program (OPP), Kindergarten Readiness Partnership and Innovation grants.

### **CLASS CHARACTERISTICS**

The Coordinator is distinguished from lower job classes in that the employee is expected to direct the operations of highly visible federal and state funded programs. The employee is expected to perform these duties with minimal direct supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Plans, assigns, and coordinates the work of lower classifications. Responsible for day-to-day work direction and control of staff activities. . Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules or regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Planning and coordinating the activities of grant programs, including development of goals, objectives, work plans and timelines. Conducting staff meetings.

Making extensive contacts with community resources to provide information and assistance for the programs.

Recommending, planning, and organizing appropriate staff trainings and notifications.

Developing and disseminating information, correspondence, and materials on grants for school staff, program participants, public, and media needs.

Planning and coordinating program budgets in cooperation with supervisor.

Developing necessary forms, brochures, and files and procuring necessary supplies to meet operational needs of the grant(s).

Salem-Keizer Public Schools  
Grant Coordinator (continued)

Serving as a liaison between teachers, administrators, agency staff, community partners, program participants, and the public in the coordination of the grant programs and activities.

Planning and recommending program improvements, appropriate staff training, facility and equipment needs to meet local, state, and federal regulations.

Developing program evaluation and year-end reports for grants.

Providing or supervising the training for data collection necessary for grant requirements. Responsible for scheduling, collection, and reporting required data collection.

Representing programs at local, regional, state, and national meetings and conferences as requested.

Initiating and maintaining participant involvement in program.

Organizing and preparing federal and state reports and other correspondence as required by the United States and Oregon Departments of Education.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

Performing other duties as assigned.

**Minimum Qualifications:**

**Knowledge of:**

Principles of management, problem solving, group process, and evaluation

Educational programs and community resources

Early Childhood Educational programs and delivery systems

Adult Education program and delivery systems

Concepts of family engagement and literacy

Federal and State and non-profit grant management

**Ability to:**

Plan, supervise, and evaluate community involvement programs and services, and implement changes in methods and techniques, as needed.

Recruit, encourage, and promote participant, community, agency, and school participation.

Analyze problems and implement developed plans and procedures.

Salem-Keizer Public Schools  
Grant Coordinator (continued)

Motivate, direct, train, and evaluate staff.

Plan, organize, and facilitate a variety of meetings with staff, parents, families and community members.

Supervise or support the implementation of developmentally appropriate programs and environments for preschool children and their parents

Maintain a flexible work schedule which may necessitate overtime or evening work

Provide reliable transportation for home visits and travel to district sites and related meetings.

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

**Experience:**

Experience in coordinating programs for early childhood, adult, or community college education.

Minimum of two years' experience in positions involving: organizing activities or programs; working with families (especially those from multicultural, low-income, or special needs backgrounds); supervising/implementing early childhood education programs; facilitating meetings, working with individuals in the community service fields and integrating community resources into the curriculum; networking with colleges, schools, and agencies.

Grant management, including budget oversight and reporting requirements preferred.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education, family studies, human development, education or related field.

Bi-lingual/bi-cultural English/Spanish preferred.

**Work Environment:**

Climate controlled office settings and occasional home and/or school visits. Exposure to minimal noise intensity levels.

High level of contact with staff and outside agencies/community.

**Physical Requirements:**

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary-Light – Exert force to 15 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Grant Coordinator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name : \_\_\_\_\_