

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**GRANT PROGRAM SPECIALIST**

**SALARY SCHEDULE: PROGRAM SPECIALIST – INSTRUCTIONAL + 7.1%**

**COST CENTER: RESEARCH, ASSESSMENT, AND EVALUATION (9015)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Extensive experience in writing grants and procuring external funding at District or organizational level.
- (3) Extensive experience in designing the evaluation component of grant applications.
- [(3)](4) Experience in grant administration, grants management, budget management and project management.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of computer programs for administrative management, particularly database development with spreadsheet applications. [Possess some] Experience in program evaluation and needs assessment. Working knowledge of funding agencies and funding regulations. Ability to organize, plan and prioritize activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Supervisor, Student Assignment and Grants Administration

**JOB GOAL**

To provide for the development, application process and procurement of special, state and federal categorical grants and discretionary grants which meet District needs as well as responsible for the coordination of the District grant application processes.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Develop templates for other employees to use in writing grants and communicate the templates through the district website.
- \*(2) Maintain resources on grant opportunities in a grants library.
- \*(3) Provide information on funding opportunities and grant writing strategies on the department website.
- [\*4] Develop working relationships with contacts at local, state and national agencies to keep abreast of funding opportunities and coordinating those with District initiatives and goals.]
- \*(4) Assist in the design of the evaluation component of the grant, including conducting the needs assessment, collecting baseline data and writing measurable objectives.
- \*(5) Write proposals and provide necessary technical assistance to other District employees.
- \*(6) Inspect, edit and review each District / school grant application for quality assurance.
- \*(7) Provide staff development opportunities to teachers and administrators on grant writing.
- \*(8) Monitor grant projects to ensure completion of grant activities and proper expenditure of grant funds.
- \*(9) Develop and implement an interactive data retrieval system designed to store relevant grant application information for the District.
- \*(10) Coordinate grant writing processes within the District guidelines and establish procedures to facilitate timely applications and reporting for discretionary and entitlement funds from federal, state and outside agencies.

**GRANT PROGRAM SPECIALIST (Continued)**

- \* (11) Assist in compiling and maintaining District accountability and student demographic data which is commonly needed as background and needs assessment data in grant applications[.] and program evaluation.
- \* (12) Provide for the availability of data to others in the District needing access to such information for grant applications[.] and program evaluation.
- \* (13) Prepare all required reports and maintain all appropriate records.
- \* (14) Demonstrate initiative in the performance of assigned responsibilities.
- [\* (15) Provide for a safe and secure workplace.]
- [\* (16) Model and maintain high ethical standards.]
- [\* (17) Follow attendance, punctuality and proper dress rules.]
- \* [(18)](15) Keep supervisor informed of potential problems or unusual events.
- \* [(19)](16) Respond to inquiries and concerns in a timely manner.
- \* [(20)](17) Follow all School Board policies, rules and regulations.
- [\* (21) Exhibit interpersonal skills to work as an effective team member.]
- \* [(22)](18) Demonstrate support for the School District and its goals and priorities.
- [(23)](19) Perform other incidental tasks consistent with the goals and objectives of this position.

**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