

**SCHOOL DISTRICT OF BAYFIELD****JOB DESCRIPTION**

**TITLE:** Grant & Activities Coordinator

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**GENERAL SUMMARY**

Researches grant opportunities for the District; coordinates the design, development and administration of grant activities for the District. Primary authority to recommend the hiring or discharge of employees assigned to grant activities. Authority to direct and assign the work force necessary to implement District grants including supervision of employees who carry out grant activities. Primary responsibility for development of newsletter and District website. Coordinator of activities to bring families and school together. Oversight of STEP and other Volunteer Programs. Reports to the District Administrator.

**ESSENTIAL FUNCTIONS**

Investigates all funding sources for the possibilities and opportunities for educational grants, entitlements, and allocations offered relevant to the needs of the District.

Coordinates all grant writing activities for the District. Works with designated committees and individuals to write grants.

Is responsible for all reports and paperwork for grants. Has authority to commit resources and to re-allocate funds for differing program purposes from an original grant budget within grant guidelines.

Has authority to direct and assign the work force necessary to implement District grants including the supervision of employees who carry out grant activities.

Recruit, interview, recommend the hiring or discharge of employees who carry out grant activities, provide orientation, supervise, monitor and evaluate employees assigned to grant programs, STEP program, and other District initiatives.

Promote positive public relations between school and community.

Prepares and distributes Public Service Announcements (PSA's) that explain important decisions and publicity articles for school District events and activities.

Coordinates, writes, and produces a variety of internal and external publications, newsletters, handbooks, catalogs, and brochures.

Maintain the District website. Monitor, improve, and update the District web site. Become acquainted with new developments and ideas and to discover new pages to link to the District's web site.

Plan and carry out educational family events.

Process staff requests for volunteers and assign volunteers in response to staff requests.

Keep files and records of volunteer activities.

Arrange for recognition of volunteers within the school.

Performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Bachelor's Degree and/or experience in public relations or journalism or a related field with experience in writing and managing grants. Strong written and oral communication skills required. Educational experience and proven track record of successful grant procurement is preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Knowledge and aptitude in current computer skills. Excellent organizational skills.

### **Knowledge:**

Extensive knowledge of educational initiatives and grant writing procedures. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knowledge of state and federal grant opportunities, and methods of grant submission. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job requirements. Ability to plan and execute activities with teachers and parents.

### **Skills/Effort:**

Advanced management, organizational, fiscal, human relations, communications and interpersonal skills. Ability to use and effectively apply independent judgment in the supervision of employees. Ability to instruct and supervise others through explanation, and demonstration. Ability to plan and prepare budget and allocate funds for differing program purposes from an original budget. Monitor grant writing activities. Ability to develop and maintain effective communications with school and District employees, immediate supervisor, media representatives, and the general public. Collect data to support grant activity. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

APPROVED: June 19, 2009