

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR, STATE AND FEDERAL PROGRAMS AND GRANTS

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: FINANCIAL SERVICES 9038

QUALIFICATIONS:

- (1) Bachelor's Degree Required, (Master's Degree preferred)
- (2) Eligible for certification in an education field
- (3) Work experience in an educational setting

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Experience in the administration and supervision of federal entitlement and/or competitive grant programs preferred.
- (2) Experience in the preparation of grant applications, program budgeting, program evaluation and grant management.
- (3) Possess strong organizational skills.
- (4) Possess positive interpersonal relationship skills.
- (5) Possess modern technology skills. Ability to plan, organize and prioritize activities related to assignments.
- (6) Ability to communicate effectively, both orally and in writing.
- (7) Knowledge of research in best practices for improving student performance.
- (8) Experience working with diverse/low SES populations preferred.

REPORTS TO:

Chief Financial Officer, Financial Services Department

JOB GOAL

To plan and develop the applications for entitlement and/or competitive grant programs and support the implementation, budgeting and evaluation for awarded grants. To oversee grants development services and grants writing workshops.

SUPERVISES:

Grant Program Specialist
Bookkeeper, Federal Grants

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide leadership in the planning of the grant program assigned to include needs assessment, student selection, program design, evaluation and budget.
- * (2) Prepare the annual application and amendments for approval by the School Board and the Florida Department of Education.
- * (3) Approve selected grants budget expenditures and internal transfer of funds. Monitor program expenditures.
- * (4) Prepare, submit, and disseminate reports required by the federal and state D.O.E. to meet program evaluation and program improvement requirements. Assists other district staff in the design, implementation and preparation of evaluation reports as required.
- * (5) Monitor the implementation of the grants to ensure compliance with applicable laws, regulations, and the district's application.
- * (6) Supervise and coordinate the planning, implementation, and evaluation of program improvement requirements as assigned.
- * (7) Supervise the maintenance of documentation and data required for audits conducted by the Auditor General's office and the Florida Department of Education.

School Board Approved – August 17, 2004 – Revised February 22, 2018 – Revised September 25, 2018 – Revised March 28, 2023 – Revised April 12, 2023

SUPERVISOR, STATE & FEDERAL PROGRAMS AND GRANTS (continued)

- * (8) Participate, as part of the grant management team, in the coordination of entitlement and competitive grant activities.
- * (9) Supervise the involvement of parents, staff, and community members in the planning, implementation, and evaluation of the grant program, as required by program regulations.
- * (10) Supervise and coordinate the dissemination of program information to school staff, parents and the community as required.
- * (11) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (12) Maintain a network of peer contacts through professional organizations.
- * (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (14) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (15) Represent, consistently, the District in a positive and professional manner.
- * (16) Provide leadership and direction for the assigned areas of responsibility.
- * (17) Assist in implementing the District's goals and strategic commitments.
- * (18) Exercise proactive leadership in promoting the vision and mission of the District.
- * (19) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- * (20) Sustained focus and attention to detail for extended periods of time.
- (21) 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