

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GRANT PROGRESS MONITORING SPECIALIST

SALARY SCHEDULE: INSTRUCTIONAL + 7.1%

COST CENTER: OFFICE OF ACCOUNTABILITY AND CHOICE (9016)

QUALIFICATIONS:

- (1) Bachelor's Degree (minimum), Master's Degree preferred.
- (2) Demonstrated experience with analytic software to include Excel, SQL, SPSS.
- (3) Experienced in the coordination and implementation of District and/or state assessment programs
- (4) Demonstrated ability to research, prepare RFPs and formative and summative evaluation reports.
- (5) Demonstrated ability to communicate effectively in public forums on a wide range of topics.
- (6) Demonstrated ability to design, prepare and produce sound data collection and design evaluation and value-added models.
- (7) Five (5) years' successful experience in the coordination and management of competitive grants, contracts and/or budgets.

KNOWLEDGE, SKILLS AND ABILITIES:

Detail-oriented, conscientious, and deadline-driven; familiar with qualitative & quantitative educational assessment tools; able to maintain effective working relationships with other employees, school officials, the general public, the FDOE, and the United States Department of Education; able to multi-task, collaborate, and communicate in an effective manner; able to evaluate a situation and develop an effective course of action; able to conduct needs-based technical assistance and training; committed to providing professional, courteous, consistent, and efficient service through the performance of prescribed job duties.

REPORTS TO:

Supervisor, State and Federal Programs

JOB GOAL

Under the direction of the Supervisor of State & Federal Programs, perform professional and administrative grants management duties related to the development of deliverables for grant-funded initiatives at all SCS school sites.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as lead specialist on grant-funded initiatives.
- * (2) Understand and interpret complex federal and state grant requirements and compliance rules, policies, and procedures.
- * (3) Support grant programs in data collection, analysis and reporting procedures, and continuous quality improvement.
- * (4) Prepare grant deliverables for community and district stakeholders, FDOE, and USDOE.
- * (5) Produce accurate reports and other documents to inform grant stakeholders of project success.
- * (6) Collaborate with members of the State and Federal Programs and Grants office and other SCS departments on joint projects that provide support to schools.
- * (7) Provide regular technical assistance, support, and feedback to schools and departments.
- * (8) Use analytic software to include Excel, SPSS and/or SQL.
- * (9) Analyze complex data sets on multiple variables to include, but not limited to, Sarasota assessments, FSA, iReady, Achieve3000, etc.
- * (10) Use technology to examine grant applications, improvement plans, budgets and financial claims according to the policies and procedures of state and federal guidance.

GRANT PROGRESS MONITORING SPECIALIST (continued)

- * (11) Leverage experience in education, federal programs, data analysis, data management tools, and/or conducting quality professional development opportunities as needed.
- * (12) Communicate with schools concerning grant activities, progress monitoring, and evaluation.
- * (13) Demonstrate initiative in the performance of assigned responsibilities, complete assignments with minimum supervision, and respond to inquiries, requests, and concerns in a timely manner.
- * (14) Demonstrate effective communication that promotes transparency, collaboration, and efficiency with all stakeholders and Supervisor to include the identification of potential concerns and problems, possible solutions, timely follow-up activities, and practices for continuous improvement of processes and procedures.
- * (15) Develop and maintain positive relationships with and provide support for internal staff, vendors, school staff (to include traditional, charter, and private schools), and community organizations.
- * (16) Exhibit interpersonal skills and behaviors to work as an effective team member.
- * (17) Demonstrate support for the department and district goals and priorities.
- * (18) Provide for a safe and secure workplace.
- * (19) Model and maintain high ethical standards.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding all work-related matters.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (23) Perform other duties as assigned.

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.

*Essential Performance Responsibilities