

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6622
Pay Grade: E04

FLSA: Exempt
PTS

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| GRANTS COORDINATOR |
| REPORTS TO: Director, Special Projects OR Designated administrator overseeing grant project |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Bachelor's degree from an accredited college or university. Florida Department of Education certification in any field and/or five (5) years related professional experience to include three (3) years grant related experience. Demonstrated knowledge of district curriculum expectations. Demonstrated ability to work effectively with others PREFERRED: Master's degree from an accredited college or university. Demonstrated leadership experience at a school-based or central office site. Demonstrated experience preferably at the same level as the schools/departments included in the funded grant. Experience working with federal and/or state grants, program coordination and district fiscal practices. |
| MAJOR FUNCTION |
| Assists the Director, Special Projects or the administrator overseeing the grant project by coordinating implementation of federal, state, and other specially funded projects for the Pinellas County School System |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Coordinates funded grant program development and implementation for identified schools / departments• Aligns program activities with grant program and district goals and objectives• Collaborates with school-based and district office personnel, federal and/or state grant program staff, and possibly with contracted project evaluators to ensure achievement of grant program goals and objectives• Develops overall grant program implementation timelines• Manages budgets and monitors expenditures for compliance with grant requirements• Serves as liaison with school-based personnel and district level staff• Coordinates and assists grant program evaluation• Prepares and disseminates information on the effectiveness of grant program implementation• Prepares annual grant performance reports and submits to federal and/or state program officer and special projects office• Coordinates development and implementation of staff training in support of grant goals and objectives• Performs other related duties as required |

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 established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/99 PBL; BOARD APPROVED: 9/28/99; UPDATED D&R, MQ: 9/03 AK; BOARD APPROVED: 9/23/03; UPDATED MQ & PREF: 1/11 RAS; BOARD APPROVED: 02/08/11; REVISED FORMAT, TITLE, SALARY SCHEDULE, QUALS, MF, ER, ADA, 7/12 LM; BOARD APPROVED: 9/11/12

GRANTS COORDINATOR

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | | X | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Grants Coordinator - PTS