



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0334
Pay Grade: E05

FLSA: Exempt
PTS

SENIOR COORDINATOR, SPECIAL PROJECTS

REPORTS TO:

Director, Federal Programs

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university with certification in an educational area or an equivalent as defined by the Florida Department of Education. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing. Five (5) years related professional experience.

PREFERRED:

Master's degree with certification in Administration and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Demonstrated knowledge of applicable federal, state, and local laws and regulations.

MAJOR FUNCTION

The Senior Coordinator, Special Projects is responsible for assisting in the supervision and management of all grant projects from pre-award to post-award, assists in monitoring compliance with district and state requirements. Responsibilities include goal setting, planning, organizing, coordination, decision-making, communication and evaluating to improve grant processes and manage grant funds to support 100% student success.

ESSENTIAL RESPONSIBILITIES

- Assists the Director, Federal Programs in managing all grants from pre-award to post-award.
- Researches and monitors compliance of all grants to ensure adherence to all applicable state and federal laws and regulations.
- Prepares entitlement and competitive grants.
- Coordinates support among and between departments in the provision of "administrative and educational services" as prescribed in state statutes.
- Works with Technology and Information Services in developing technology to monitor and track grant processes and funding.
- Provides technical assistance to PCS staff and private and charter schools.
- Collaborates in disseminating information about grants to PCS staff.
- Reviews grant budgets to ensure that grant funds are being spent in a timely manner.
- Actively participates in the planning and developing of presentations and training for PCS staff and private and charter schools in the grant process.
- Researches other grant opportunities and makes recommendations about grant applications.
- Participates in writing grant amendments and board agenda items.
- Collaborates with other departments to research and apply for funding that would support district initiatives.
- Assists in monitoring the accurate and timely completions of reporting requirements.
- Assists as needed in interpreting Federal and State guidance on managing federal grant funds.
- Analyzes and uses data for decision-making.

SENIOR COORDINATOR, SPECIAL PROJECTS

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Participates in meetings which involve private, charter and PCS departments.• Attends national, state and local professional meetings to keep informed on current developments as they pertain to grant funding.• Helps define and interpret goals for the department of special projects.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 04/26/21; BOARD APPROVED: 06/08/21

SENIOR COORDINATOR, SPECIAL PROJECTS

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				

Senior Coordinator, Special Projects - PTS