

## SCHOOL DISTRICT OF ALACHUA COUNTY

### SPECIALIST -- PROJECT DEVELOPMENT

#### JOB DESCRIPTION

**FLSA:** Exempt                      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY GRADE:** 28                      **SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an approved accredited educational institution.
- (2) Minimum of two (2) years successful experience in teaching or grantsmanship.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state legislative, regulatory and grant funding processes. Knowledge and expertise in educational needs assessment, program planning and management techniques. Knowledge and competence in word processing and graphics or database computer program applications. Knowledge of educational disciplines. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with district/school staff, administrators, and outside agencies.

#### REPORTS TO:

Director -- Project and Staff Development

#### JOB GOAL

To provide support to schools and departments in the procurement of grant funding to achieve District and school goals.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Provide leadership on issues concerning grant proposal development, District policy and procedures, federal regulations, state statutes, publications and local protocol.
- \*(2) Plan, write and design compelling and competitive grant proposals for submittal to various local, state, federal and private funding agencies.
- \*(3) Analyze and document District needs through use of data and research.
- \*(4) Prepare grant budgets in accordance with District procedures.
- \*(5) Develop grant evaluation plans in cooperation with the District Research and Evaluation department.
- \*(6) Manage and provide oversight for each grant proposals' development.
- \*(7) Conduct research and utilize data to develop and present school recommendations for participation in proposed grant programs.
- \*(8) Research funding opportunities, monitor legislation and review rules and regulations.
- \*(9) Provide in-service training in understanding grant processes and procedures, as needed, to school-based and county-level personnel, including General Grantsmanship, Proposal Writing, Budgeting and Evaluation.

## SPECIALIST -- PROJECT DEVELOPMENT (Continued)

- \*(10) Provide post-funding support services to School District staff, interpret applicable regulations and guidelines, assist with the preparation of program and budget amendments and submission of required reports.
- \*(11) Update supervisor on the progress of the development of each proposal, as required.
- \*(12) Serve on school/district committees as required or appropriate.
- \*(13) Adhere to applicable safety standards.
- \*(14) Attend all staff meetings and workshops.
- \*(15) Assist with maintaining a clean and orderly environment.
- \*(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(17) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \*(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(19) Demonstrate initiative in the performance of assigned responsibilities.
- \*(20) Demonstrate support for the school district and its goals and priorities.
- \*(21) Exhibit interpersonal skills to work as an effective team member.
- \*(22) Follow attendance, punctuality and proper dress rules.
- \*(23) Maintain confidentiality regarding school/workplace matters.
- \*(24) Maintain expertise in assigned area.
- \*(25) Manage time efficiently.
- \*(26) Model and maintain high ethical standards.
- \*(27) Participate in cross-training activities as required.
- \*(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(29) Prepare all required reports and maintain updated and accurate records.
- \*(30) Represent the District in a positive and professional manner.
- \*(31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

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

### **Job Description Addendum No. 11**

Adopted 8/2/11