

**Job Summary:**

The job of Grant Coordinator - Special Services was established for the purpose/s of planning, developing, and implementing the policies, regulations, guidelines, and procedures pertaining to grants awarded to the Tulare County Office of Education - Special Services program areas; to serve as a resource to county personnel, site councils, and community members pertaining to the specially-funded program; to assist in the development, preparation and distribution of program information, and materials; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

**Essential Functions:**

- ▶ Aids in the planning, organization, and coordination of staff development workshops and a variety of other functions and activities for the purpose of providing professional development and training for staff.
- ▶ Assists in planning, organizing, and coordinating program requirements for the purpose of fulfilling the goals and objectives of the grant.
- ▶ Assists in the planning, organization, and implementation of project evaluation and assessment processes for the purpose of evaluation and monitoring outcomes.
- ▶ Confers/Counsels/Advises with administrative and instructional personnel and site councils for the purpose of supporting implementation of grants.
- ▶ Participates in community and school support group activities, including organizing and coordinating the activities of volunteer parent groups for the purpose of fulfilling goals and objectives.
- ▶ Performs a variety of communication and presentation functions for the purpose of furthering community understanding of the grant's purpose and its interface with the county curriculum and instructional process.
- ▶ May perform appraisals and evaluation of project personnel for the purpose of ensuring program compliance and providing feedback, training and support.
- ▶ Plans/Organizes/Develops specially-funded grant proposals for the purpose of securing funding to support the Special Services programs.
- ▶ Pursues needs assessments and aids in the development of the goals and objectives for the purpose of responding to grant proposals.
- ▶ Researches/Reviews/Seeks out private, state and federal funding sources for the purpose of ensuring ongoing coordination of Special Services programs.
- ▶ Reviews/Analyzes evaluation and assessment documentation for the purpose of recommending revisions to service plans.
- ▶ Reviews/Investigates/Offers recommendations pertaining to the requisition and purchase of special project instructional materials and equipment for the purpose of ensuring grant compliance.
- ▶ Serves as a resource to staff and districts for the purpose of organizing, developing, and preparing school plans.
- ▶ Serves as the liaison to county, state, and federal agencies responsible for special project guidelines for the purpose of ensuring compliance to procedures and funding requirements.
- ▶ Works closely with support and ancillary staff members in the conduct of student assessment programs, and in the development of instructional materials for the purpose of meeting federal and state guidelines and providing appropriate services to students.

**Skills, Knowledge and/or Abilities Required:**

▶ **Skills to:**

- perform decision analysis and make decisions of considerable consequence;
- apply and interpret data, facts, procedures, and policies;
- communicate frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions;
- plan and coordinate programs;
- communicate effectively, orally, and in writing;
- gain cooperation through discussion;

▶ **Knowledge of:**

- grant sources, application preparation, monitoring and evaluation methods and re-application processes;
- principles, goals and objectives of public education;
- methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the grant awards;
- legal mandates, policies, regulations, and operational guidelines pertaining to the specially-funded programs and public school administrative processes;
- county, state, and federal special funding sources and the trends pertaining to grant proposal development;
- subject matter commonly associated with curriculum and instruction knowledge and skills, particularly in the areas of Special Services;
- modern office procedures and equipment;
- research techniques, strategies, and procedures;
- proper English grammar, punctuation, and sentence structure;

▶ **Ability to:**

- provide specialized resource support in the coordination of creative and innovative programs and projects;
- analyze, evaluate and assess the programs;
- plan, organize and develop research and survey techniques;
- plan, organize and participate in the evaluation and assessment of the program;
- effectively serve as a resource to administrative and instructional personnel and community members concerning programs;
- establish and maintain a budget planning and expenditure control procedure;
- establish and maintain effective organization, community and public relationships;
- communicate effectively in oral and written English;
- understand and carry out oral and written directions with minimal supervisory control;
- conduct training sessions for district and county staff;
- evaluate staff for program purpose;
- meet deadlines;
- work a flexible schedule including evenings and weekends;
- travel in-county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be possession of a Bachelor's degree from an accredited college or university in the education, social or behavioral services field and five years of experience providing services to students with various developmental disabilities, mental health diagnoses, and/or severe behavior problems in a home-based, center-based, educational, or social services setting and three years of experience in grant administration and/or proposal development.

**Education Required:**

- ▶ Bachelor's degree in job-related area required.
- ▶ Master's degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status: Exempt**

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.