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 administrative and instructional 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 evaluation and assessment processes for the purpose of evaluation and monitoring outcomes.
- Confer/Conducts/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 meeting federal and state guidelines and providing appropriate services to students.
- 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.
- 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:
- Communication: Effective communication skills in speaking, listening, reading, and writing.
- Decision Making: Ability to make decisions and solve problems by applying logic or a step-by-step approach.
- Quality Management: Ability to plan and organize project tasks and deliverables, and prioritize work.
- Teamwork: Ability to work effectively with others in a collaborative environment.
- Technical Skills: Proficiency in modern office procedures and equipment.
- Physical Demands: Some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.
- Working Conditions: Generally the job requires frequent meetings, conferences, and presentations; and significant time spent on telephone calls and email communications.

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