

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Resource Development

QUALIFICATIONS

- Bachelor's Degree or higher.
- Three (3) years of successful teaching preferred.
- Successful experience in the preparation of written material including federal, state, and private grant writing preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of federal, state and district accountability goals and measures.
- Knowledge of grant application process and writing of applications.
- Knowledge of computer applications and technological equipment, as related to specific job functions.
- Strong observational skills.
- Skill in problem solving.
- Ability to plan, organize and prioritize.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with District personnel and the public.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to research grant opportunities available.
- Ability to synthesize information, develop project components and manage federal/state compliance regulations.
- Ability to read, interpret and apply laws, rules and regulations.

SUPERVISION

REPORTS TO Deputy Superintendent, Instructional Excellence and Equity
SUPERVISES Assigned personnel

POSITION GOAL

To pursue and develop federal, state, local and private funding opportunities to benefit Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. * Review the Federal Register, Commerce Business Daily, and other publications which identify informational sources of funding pertaining to the awarding of grants.
2. * Establish and maintain a resource file for grant awards, federal and state rules, regulations, and guidelines.
3. * Establish and implement procedures to obtain grants from identified sources.
4. * Establish a process for working directly with potential grant recipients and impacted stakeholders to ensure grant proposals are aligned with district goals.
5. * Prepare and assist with proposals.
6. * Analyze proposals and determine capability of the school system to qualify for the assistance.
7. * Keep abreast of changing laws and requirements regarding federal funds available to the school system.
8. * Monitor the implementation of all grant components and assigned projects to ensure compliance.
9. * Maintain files for audit purposes.
10. * Provide group and/or individual in-service for grant writing.
11. Perform other duties as assigned by the Deputy Superintendent, Instructional Excellence and Equity.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA

Personnel Category 14

EEO-5 Line 44

Function 7710

Job Code 1310

Survey Code 77226

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

March 11, 2008

July 17, 2000

ADA Information Provided by Anna-Marie Cote
Position Description Prepared by Anna-Marie Cote