

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Programs/Grants Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Educational Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	215 days
BOARD APPROVAL:	February 21, 2006	SALARY:	Range E2; Management Salary Schedule

SUMMARY DEFINITION:

Under the general direction of the Assistant Superintendent, Educational Services, provide information, training, and technical assistance to school sites/district personnel regarding grant opportunities and proposals. Coordinate, oversee, and implement assigned District and/or categorical programs. Facilitate, collaborate with, and deliver effective training and presentations to staff, parents, students, community contacts, and business. Oversee, operate and troubleshoot specific web-based and other data systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Inform schools/departments about grant opportunities and provide assistance with the writing and review of grant proposals. **E**

Train site staff and parents, provide templates, review and submit school recognition applications. **E**

Coordinate, oversee, and implement assigned District and/or categorical programs. **E**

Review materials, assist teachers with the selection of curriculum materials, and train teachers to use the adopted course of study for assigned programs. **E**

Utilize database, spreadsheets, and word processing systems to maintain records and implement programs that will ensure compliance with legal/program requirements. **E**

Compile information and prepare compliance reports as required for the District, Local, State, and/or Federal Governments. **E**

Coordinate compliance reviews for assigned programs. **E**

Facilitate and collaborate with staff, parent, community, and business contacts. **E**

Setup and calendar district-wide and site-specific parent education events including: health, safety, and general parenting skills. **E**

Survey staff and parents regarding topics for training that will meet parent education needs. **E**

Deliver effective presentations to staff, parents, students, community groups, and others to provide information pertaining to assigned programs and responsibilities. **E**

Oversee and operate the web-based reporting systems, provide necessary training and support to system users. **E**

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Use databases to access and provide disaggregated data to schools and district office, custom design reports and queries, and individual student data as needed. **E**

Act as a liaison between the district and contractors for assigned programs and projects. **E**

Trouble shoot web-based system user questions, answer help desk questions, resolve access/security issues, and address other software/hardware needed for operation. **E**

Provide support and technical assistance for evolving technologies in the Educational Services division, including: links to multiple databases and data warehousing systems. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from an accredited college or university with a bachelor of arts degree; three years of experience in program coordination/evaluation and/or grant writing in a school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; ability to transport self to any district site.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Successful grant writing strategies and techniques.

Advance capabilities with the operation and utilization of computer systems and related equipment.

Database, spreadsheet, and word processing operation.

Legal requirements, codes and guidelines related to assigned projects and programs.

Principles and practices of training and providing work direction.

Project and program planning techniques, scheduling and control.

Systems and procedures analysis and development.

Hands-on technical expertise with data systems.

ABILITY TO:

Meet District standards of professional attitude as outlined in the Management Code of Ethics.

Communicate effectively in English, both orally and in writing.

Work independently under the general direction of Assistant Superintendent of Educational Services.

Plan, direct, train, supervise, and evaluate the work of assigned staff.

Coordinate and direct meetings requiring the cooperation and participation of diverse staff members.

Analyze complex information needs and provide appropriate solutions.

Analyze and evaluate effectiveness of prospective software applications, implement as required.

Troubleshoot and solve problems quickly and accurately.

Make effective oral presentations.

Conduct surveys and studies to assist in determining site, staff, parent, and student needs in assigned areas.

Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Mostly indoor environment. Some travel from worksite to worksite.

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PHYSICAL ABILITIES:

Sitting, bending, reaching, stooping, squatting, and occasional light to moderate lifting; visual acuity sufficient to read music, books, media materials; pushing and pulling carts; walking, standing, and sitting for extended periods of time; reaching horizontally; dexterity and body coordination sufficient to operate a computer keyboard and standard office equipment; hearing and speaking to exchange information in person and on the telephone.

APPROVALS:

Roberta J. Silverstein
Assistant Superintendent, Human Resources

Date

Robert Kessler
Superintendent

Date