

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Federal Programs Grants Administrator

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Experience with online grants management programs
4. Strong communication and organizational skills.
5. Supervisory experience preferred.
6. College degree preferred.

ESSENTIAL FUNCTIONS:

1. Completes state & federal grant applications, prepares required reports.
2. Handles confidential materials professionally.
3. Communicates with specific federal or state agencies.
4. Coordinates implementation of grant program(s).
5. Organizes and coordinates special events.
6. Works with administrative & school staff to assure successful program implementation.
7. Supervises and trains one or more support staff person.
8. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$41,600 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.