

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FTC FINANCIAL AID AND GRANT SPECIALIST

QUALIFICATIONS:

- (1) Minimum of three (3) years experience working with education grants, or Associates degree from an accredited college or university.
- (2) Bachelors degree preferred
- (3) A minimum of three (3) years experience working in area of business management and budget and finance.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal regulations and guidelines. Knowledge of principles and practices of accounting. Ability to understand written and oral communications regarding expenditures of funds under application laws. Ability to use technology to keep complete records accurately. Ability to prepare reports. Ability to work with others. Excellent written and oral communication skills.

REPORTS TO:

Assistant Director CTE/AGE

JOB GOAL

To provide leadership in the planning, writing, implementation, budgeting, and delivery of State and Federal Grants. Write Perkins and AGE grants and oversee expenditures. Provide financial aid services to students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Oversee current grants administration and budgets as assigned by the supervising administrator.
- * (2) Provide financial aid services including scholarships to students.
- * (3) Work with staff to prepare written Requests for Proposals (RFP) and Requests for Applications and submit by due date.
- * (4) Coordinate tracking, collection and reporting of grant-required data and deliverables.
- * (5) Prepare IPEDS report.
- * (6) Attend all required state, federal, and local grant related meetings and webinars.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

FTC Financial Aid and Grants Specialist (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Days: 261/12 Months
Hours: 8
Classification: Professional
Salary Lane: PAFZ

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code: 3

Salary Lane: Professional PAFZ

APPROVED: June 21, 2016
REVISED: September 23, 2023