

LYON COUNTY SCHOOL DISTRICT

GRANTS COORDINATOR

Job Group: Administrative Support

Classification: Classified

Terms of Employment: Pay Grade 29 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: This position is 100% grant funded. This position is responsible for the implementation of competitive and non-competitive grant programs, case management, fiscal management, and monitoring of the grants. In addition, this position will work closely with other program coordinators in order to support school and district initiatives. Travel is required. Late afternoon and evening meetings will be required throughout the year. This position reports directly to the Grants Manager. Duty station will be in Fernley.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Prepare, facilitate, implement and report:

1. Prepare grant applications for competitive and noncompetitive grants from all funding sources, public and private.
2. Program and fiscal management of grants including budgets.
3. Coordinate funding sources for district projects and initiatives for instructional activities, technology, and other areas.
4. Prepare and file budget amendments and supplements to awarded grants.
5. Regularly communicate status of grants implementation, modifications and funding to the Grants Manager.
6. Assist in preparing the strategic plan and vision, technology, and program equipment
7. Participate in regional, state, and national conferences, workshops, and meetings to stay current on legislation, policies, labor market, and economic development trends as related to assigned Grants.
8. Serves as the LCSD liaison for NDE, businesses, and post-secondary institutions as required by the grant, under the direction of the Grants Manager.
9. Coordinates the state and federal accountability reports as required by the grants.
10. Plan, develop, monitor, and maintain the budgets, inventory, financial records, and other fiscal management compliance reports and audits.
11. Review and process purchase orders, ensuring sufficient funds are appropriately allocated.
12. Maintain needed information and data and prepare performance and other reports for funded grants as required.
13. Complete all fiscal reporting (to include: request for funds, final reporting, etc.).
14. Monitor and file Personnel Activity Reports as outlined within the various grants.
15. Prepare monthly grant reports as outlined in the various grant guidelines.
16. Prepare and file expenditures as related to the various grant programs.
17. Respond to inquiries from staff about grant budget information.
18. Maintain all grant files, including all necessary documentation for audits.
19. Coordinate and maintain District inventory of grant equipment and items of value for each of the grants.
20. Ability to work cooperatively with professional administrative, certified and classified staff.
21. Work independently in completing assigned tasks.
22. Handle multiple tasks with shifting priorities.
23. There will be some trainings and meetings in the late afternoon or evening where time will be flexed.

24. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients and customers.
25. Regular and consistent punctuality and attendance are essential functions of the job.
26. Performs and participates in other related duties as assigned by the Grants Manager or their designee.

When assigned to CTE:

1. Position could be partially grant funded.
2. Work cooperatively to build strong community/business and industry involvement to promote and enhance Career and Technical Education Programs
3. Work with the Director of Secondary, Curriculum, Instruction and Assessment to determine future needs of CTE programs.
4. Continuously evaluate and promote the Career and Technical Education program utilizing a CTE Advisory Committee.
5. Assist Director of Secondary, Curriculum, Instruction and Assessment in the development and implementation of the annual Career and Technical Education Local Plan based on requirements of state and federal laws.

When assigned to 21st Century

The purpose of the 21st CCLC program is to award grants to public school districts, community based organizations, faith-based organizations, public-private organizations or a consortium of these, in order to create community-learning centers which provide academic and enrichment opportunities for children and their families. The 21st CCLC program requires the following:

1. Create community learning centers that provide academic opportunities;
2. Provide a broad array of enrichment activities; and
3. Offer families of participating students the opportunity to actively engage in their children's education.

The Grant Coordinator is responsible for 11 sites and will be responsible for management/implementation of the program and budget proposed in the approved application to ensure that the agency meets its responsibilities to the state under the grant agreement. Additional duties include:

1. completing necessary data collection and reports to submit to the state;
2. supervising site coordinators and other program staff;
3. conducting trainings for staff and orientations for partners, parents, volunteers, etc.
4. developing attendance policies, health and safety procedures and annual calendar;
5. attending state Program Director's meetings and required professional development; and
6. ensuring compliance with program requirements.

When assigned to Work Based Learning (100% ESSER funded)

Assists in administering, monitoring and implementing the requirements for a quality Work Based Learning (WBL) Program and all requirements associated with it. Provides support for staff and collaborates with administrators, instructional staff, counselors, community members, as well as business and industry professionals. Acts as the district designee who serves as the point of contact to the state, assists with ensuring WBL activities are carried out according to regulations. Evaluated by the Director of Secondary Curriculum, Instruction and Assessment.

1. Research and review effective work based learning practices and strategies.
2. Program Planning, Development, and Evaluation
3. Collaborate with employers to ensure work experience aligns with the student's pathway
4. Coordinates On-the-Job Instruction
5. Provide participating students with information about relevant Career and Technical Student Organization (CTSO) opportunities and assist in the development of those opportunities at the school sites.
6. Develop and file written training plans and agreements.

7. Use community resources to enrich work-based learning, create public relations opportunities to promote WBL programs
8. Use the resources of other agencies such as the local and regional chambers of commerce, Nevada VR, Nevada Department of Labor, Nevada Department of Economic Development, etc.

When assigned to Pre-K (100% ECILP Funded)

1. Coordinate with sites on the in-take and process of pre-k student applications
2. Approve or deny applications for Pre-K based on eligibility criteria and space availability
3. Communicate with families on the application process and status of the application
4. Work collaboratively with the ECE Implementation Coach for Program Planning, Development, and Evaluation of the grant requirements, including data entry into state data management system.

POSITION EXPECTATIONS:

1. Ability to acquire research and review the federal register, foundation notices, and other relevant publications for sources of funding.
2. Knowledge of bookkeeping, including creating and monitoring budgets.
3. Knowledge of federal and state grant program and fiscal requirements.
4. Excellent technical writing skills.
5. Excellent written and oral communication skills.
6. Familiarity with the educational mission and functions of typical school district with approximately 9,000 student enrollment.
7. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.
8. Travel is required throughout the year.

POSITION REQUIREMENTS:

Education and Training:

Any combination of education and experience that could likely provide the required knowledge and skills in qualifying for this position. The typical way to acquire the required knowledge and skills and standard for this position would be:

1. HS diploma or High School Equivalency required. Associates degree or higher preferred.
2. 1 year grant/program experience.
3. Experience with fiscal management, organization, and record keeping.
4. Working knowledge of Microsoft Office

Equivalent experience in Career & Technical Education or grant coordination may be substituted for education. Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement

Licenses and Certifications:

1. A valid Nevada driver's license is required at the time of appointment.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports,

references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height, and the ability to restrain student(s) as needed to prevent injury to self or others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Office/classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle		X		
Working Alone			X	
Operating Machinery or Equipment:	X			

Heavy Equipment	X		
Vibrating Equipment	X		
Power Tools	X		
Machine/Electrical Hazards	X		
Ladders ≥ 6 Feet	X		
Personal Protective Equipment	X		
Respirator Use	X		
Work Conditions:	X		
High Noises	X		
Heights	X		
Confined Spaces	X		
Heat Stress	X		
Cold Stress	X		
UV Exposure	X		
Hazardous Chemical/Waste	X		
>8 Hrs Day	X		
Overtime/Irregular Hrs		X	
Senses:	X		
Eyes	X		
Visually Demanding Work	X		
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Basic Color Discrimination	X		
Hearing Protection	X		
Speech Discrimination	X		
Audio Alarms	X		
Ability to Smell	X		

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand this explanation and job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____