

# **SEDALIA SCHOOL DISTRICT #200**

**Job Title: Grant Writer**

## **Job Overview**

- Director/Coordinator/Licensed Staff salary schedule
- Employed for 250 days as set in the annual calendar under direction of Superintendent
- Reviewed annually with recommendation for re-employment determined in May
- Reports to Superintendent

## **Qualifications**

- Grant Writing Certification preferred
- Master's Degree in Education related field preferred
- Prior experience in public education preferred
- Understanding of education and the public school's relationship to the community and the people served
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Excellent verbal and written communication skills
- Possess a high degree of ethics and integrity
- Ability to follow through with projects

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess an ability to work with others in an effort to seek out and write grant applications
- Capacity to accept constructive criticism
- Possess an understanding of the relationship of the grant monies and the total district's educational program
- Prepare written applications, evaluations, and reports as required and requested
- Communicate with the Board of Education and the school community in an effective manner
- Manage the administration of successful grants
- Awareness of developments and implications that affect education and the district by continual research and professional development
- Communicate with District Office administrators and building principals in the formulation and planning grants
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the superintendent or designee.

**DISCLAIMER**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.