

PATTERSON JOINT UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

Grants and Communications Coordinator

Definition

Under the general supervision of the Superintendent or designee, coordinates and conducts grant development, grand program evaluation, grant submission and communication functions of the district.

Duties:

- Research Funding Opportunities
  - Utilizes multiple data sources, such as California Department of Education website, Federal Department of Education website, City of Patterson, PJUSD, Stanislaus County Office of Education, Patterson Education Foundation, and other sources to determine viable funding opportunities.
- Funding Proposal Development
  - Writes and submits grants on behalf of district
  - Prepares funding proposals for PJUSD Cabinet
  - Coordinates a development plan for each grant
  - Conducts research activities to determine viability of proposed program
  - Develops writing and data research team
  - Negotiates proposal development costs
  - Determines extent of collaboration participation
- Guidance to Administrators
  - Provides appropriate information to principals and teachers developing small site specific grants
  - Assists in the development of funding sources for proposed grants
  - Reviews drafts or grant responses, providing guidance in necessary modifications
- Evaluation Activities
  - Conducts required activities related to the evaluation criteria of specific grants as assigned
  - Reviews outcome data, productivity, and program goals
  - Provides guidance in modification of program activities to meet program objectives
  - Conducts summative and formative evaluation activities
- Communication and Social Media Activities
  - Monitors district website for content and accuracy. Posts regular news articles to main page. Develops and posts featured articles for main page. Post updates to main section pages as requested and needed. Monitors school site web pages for accuracy and monthly updates of calendars, lunch menus, etc.

- Reviews and monitors school site newsletters for appropriateness and timeliness.
- Edits communication pieces developed by other departments, as requested
- Develops, publishes, and distributes the district quarterly newsletters and the district's Report to the Community.
- Attends school and district events, as needed, to write articles for local press coverage
- Develops and sends press releases to local media as invitations to upcoming district and site events
- Develops Board communication items as directed
- Facilitates invitations of elected officials to district and school site events
- Develops responses to educational issues and submits to elected officials, as requested
- Communicates district positions on negotiation process, when appropriate
- Serves as District Liaison to the Patterson Education Foundation
  - Attends all PEF Board meetings, prepares and distributes minutes
  - Ensures annual Foundation reports are prepared and submitted timely
  - Completes other actions consistent with a position serving as the secretary to the PEF Board
- Budget Development and Monitoring
  - Creates, monitors, and revises program budgets
  - Provides budget information to Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services, and Superintendent, as directed.
  - Monitors and reviews budget expenditures for appropriateness as an allowable expense, per funding guidelines
- Attends and Participates in Meetings
  - Prepares project status information and presents to the Assistant Superintendent of Educational Services during periodic meetings
  - Attends monthly Certificated Management and all Management meetings as directed
  - Attends other administrative meetings and trainings, as directed
  - Attends required grant management meetings conducted by the California Department of Education and Stanislaus County Office of Education
- Other Duties as Assigned

#### KNOWLEDGE AND ABILITIES

**Knowledge and application of:** Grant writing and proposal preparation, technical writing, research methods, and record keeping techniques, applicable laws, codes, regulations, policies and procedures, standard media and communication practices, and maintenance of statistical database.

Ability to:

- Communicate effectively through oral and written means with administrators, teachers, parents, community members, and PJUSD Board of Trustees
- Provide management level guidance to personnel hired for specific grant writing activities
- Work independently with minimal direction
- Meet multiple deadlines; manage concurrent projects, proposals and activities
- Coordinate staff time effectively
- Calculate budgets accurately and effectively
- Analyze grant proposals; identify proposal deficiencies and implement revisions as needed
- Positively promote the PJUSD district in written and oral formats
- Develop protocols for proposal development and conduct effective survey activities related to specific program proposals
- Work with Superintendent and the Board of Trustees in the development of Board Policy
- Write, edit, design, and publish newsletters and other public information materials
- Evaluate news value of educational programs, activities and events
- Layout and design mass communications
- Utilize software layout and design programs, including InDesign, Adobe Professional (or equivalent) and Desktop publishing programs
- Utilize Microsoft Excel, Word, and Google Docs.

#### CREDENTIALS, EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Communications, Organizational Management and Development, Human Resources, Political Science, English or equivalent from an accredited college or university

Experience:

- Experience in public school district related employment is preferred
- Minimum of three years of experience in public relations or communications

#### PHYSICAL DEMANDS

The physical demands prescribed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands to handle, or feel objects, tools, or controls, talk and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function so f this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Board Adopted: May 2, 2016**