

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULTS WITH DISABILITIES GRANT SPECIALIST Grant Funded Position

QUALIFICATIONS:

- (1) Minimum of an Associate's Degree from an accredited college and two years, verifiable experience working directly with individuals receiving services or related experience.
- (2) Directly related experience may substitute on a year-for-year basis for the required college education.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Have the ability to gain a thorough understanding the Adults with Disabilities (AWD) grant requirements included in the Request for Application (RFA)
- (2) Knowledge of ability to utilize Microsoft Office Suite, including Excel.
- (3) Valid Driver's License
- (4) Knowledge of and ability to write and deliver achievable goals and progress summaries on each Adult Individual Education Plan (AIEP).
- (5) Positive interpersonal skills.
- (6) Knowledge of first aid and CPR.

REPORTS TO:

AWD Program Supervisor

JOB GOAL

Responsible for the planning, writing, budgeting and delivery of the AWD Grant. Will Complete and submit all quarterly financial reports, invoices, progress summaries and evidence-based documentation to the Florida Department of Education Office of Grants Management according to the timelines listed on the Project Award Notification

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Write and submit Request for Application (RFA) for the "Performance Based" AWD Grant annually.
- *(2) Write manage and submit annual budgets for the AWD Grant and Florida Medicaid Waiver.
- *(3) Assist AWD Instructional Specialist in developing measureable and verifiable benchmark goals that are within the Grants' Scopes of Work. Students must achieve at least 75% of each goal.
- *(4) Set daily work schedule for students' to work on Adult Individual Education Plan (AIEP) Grant goals.
- *(5) Deliver instruction of educational goals and write daily and quarterly progress

summaries toward each goal.

- * (6) Prepare and submit all necessary quarterly documentation as stated in Job Goal
- * (7) Submit and manage Purchase Orders and coding for the VISA credit card.
- * (8) Supervise student activities, as needed, to ensure the well-being and safety of the students

- * (9) Observe all federal, state, city and local laws and regulations.
- * (10) Ensure clients follow all safety procedures and practices.
- * (11) Operate the school van(s) for student field trips. Perform cleaning of vehicles. establish a warm, friendly and professional relationship with clients.
- * (13) Attend mandatory and in-service training programs.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light to Heavy Work: Exerting between 20 and 100 pounds of force occasionally and up to 50 pounds occasionally 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.

EVALUATION:

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

SALARY LANE: Professional PAFZ

Approved 11/19/2024