

Monroe-Gregg School District Role Description



Job Title: Ready Schools Coordinator/Grant Administrator

Location: District

Job Group: Certified (194 days)

Reports to: Superintendent

The Ready School Coordinator/Grant Administrator shall serve as the Ready Schools leader for Monroe-Gregg School District with responsibilities to help align the K-12 programs with the educational and workforce needs of the community. This role is also responsible for the District's grant administration to include managing, coordinating, and evaluating projects utilizing federal, state, local, and private funding opportunities to benefit the educational experience of M-GSD students, programs, facilities, and personnel. This includes assuring the District is adhering to grant related policies and guidelines set forth by federal, state, and local agencies.

Essential Responsibilities:

- Works with the Ready School Design team to implement a strategic plan for aligning curriculum opportunities with local workforce needs.
- Facilitates collaboration among schools, industry partners, key stakeholders, and community members to discover deeper community needs.
- Collaborates with building administrators to implement strategies to ensure students are prepared for post-secondary education and careers.
- Visits model programs, researches strategies/opportunities, and explores relevant ideas to gain key insights.
- Leads the District in implementing the strategies developed through the Ready Schools process and oversees efforts to create a sustainability plan for the outlined strategies.
- Pursues and communicates a shared vision of success with the District, employers, and the community.
- Gathers and analyzes data related to student outcomes and program effectiveness while making recommendations for necessary improvements as needed.
- Prepares reports and presentations for stakeholders.
- Organizes and facilitates training sessions for staff that align with Ready Schools initiatives.
- Ensures compliance with all grant and educational regulations, policies, and procedures.
- Coordinates and manages grant processes across the District.
- Identifies potential funding sources for school programs and initiatives.
- Develops grant proposals, ensuring they meet all requirements.
- Manages the life cycle of grants from pre-award activities to post-award monitoring and reporting.
- Develops and tracks grant budgets, ensuring funds are spent according to grant guidelines.
- Ensures compliance with all grant and educational regulations, policies, and procedures.
- Prepares and submits required grant reports to funding agencies.
- Supports the implementation of grant-funded programs and projects.
- Monitors the progress of grant funded programs, projects, and evaluates their effectiveness.
- Develops measurements to assess the effectiveness of grant and Title programs.
- Provides training to staff on grant-related procedures and requirements as needed.
- Maintains accurate records of grant-related activities, amendments, and documentation.
- Collects and analyzes data related to grant funded programs.
- Serves as a liaison between the District and funding agencies.
- Coordinates with administration and departments to ensure smooth grant operations.
- Collaborates with the corporation treasurer on Ready School initiatives and grant funding procedures.
- Keeps apprised of changes in grant funding strategies, government regulations, and best practices.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, parents, and administrators.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- Valid teachers license for the state of Indiana.
- Effective communication, interpersonal, and organizational skills are essential.
- Strong knowledge of and ability to interpret local, state, and federal legislation, regulations, policies, and rules of governing public-school funding.
- Previous grant writing experience recommended.
- Displays the highest ethical and professional behavior in working with students, parents/guardians, school personnel, community members, and outside industry partners.
- Demonstrates strategic, effective, and timely communication to shape the narrative regarding the District's Ready Schools Initiative.
- Must pass a criminal background check and drug screen per District policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting and walking throughout the school day.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee may be required to lift, carry, push, or pull up to 25 pounds.
- May require some travel.

Environmental Conditions:

Requires work indoors in a school setting. Works around others and duties may extend beyond the normal workday. The noise level is typically low. The employee has an average risk of exposure to blood and bodily fluids or tissues and communicable diseases. The employee will have contact with the public which requires appropriate demeanor.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the master teacher contract. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.