



Churchill County School District

Everyone Always Learning...

Human Resources Department

Cameron Sorensen, Manager

Janel Buchan, Analyst



INTERNAL/EXTERNAL VACANCY NOTICE

August 13, 2025

The Churchill County School District is currently accepting applications for the following classified position for the 2025-2026 school year:

POSITION: Grants Coordinator – Student Services Department

DEFINITION: The primary responsibility of the Grants Coordinator is all processes associated with the application for, and management of, federal, state and private grants and related project activities including but not limited to federal Title grants, state competitive and non-competitive grants.

Performs confidential work of moderate to considerable difficulty involving the district's grants, accountability programs, instructional technology, and special projects; operates computer and related equipment in processing a variety of statistical data; utilizes systems to effectively gather, organize, and report a variety of data.

MINIMUM QUALIFICATIONS: Three (3) years progressively responsible secretarial work involving productivity applications, budget applications, data entry, research, reporting and other office work. Including administrative level experience. Two (2) years of progressive experience in obtaining and writing grants.

LICENSE/EDUCATION/EXPERIENCE: Possession of a high school diploma or the equivalent (GED). Preferred college level course work in office management, business or a related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work. BA preferred. A combination of experience and training which provides the knowledge, skills, and abilities to perform the work. Must possess and maintain a valid Nevada Driver's License.

CURRENT SALARY/BENEFITS: Range 34-Step A \$22.79 through Range 34-Step F \$27.38 an hour (DOE). Scheduled: 260 days per year and eight (8) hours per day. Nevada Public Employment Retirement System (PERS), Health Insurance, Sick Leave, Personal Leave and Annual Leave.

FILING PERIOD: All interested applicants (internal/external) must complete a CCSD application online and show that they are qualified for the position requested as described above. **INTERNAL** application requests will be accepted until midnight on Tuesday, August 19, 2025. **EXTERNAL** application requests will be accepted from Monday, August 18, 2025 until midnight on Tuesday, August 19, 2025 or until filled.

CONTACT PERSON:

Mrs. Janel Buchan, Human Resources Analyst

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The Churchill County School District prohibits discrimination in employment, educational programs, and activities on the basis of race, color, national origin, ancestry, creed, religion, age, disability, marital status, veteran status, sex, sexual orientation, gender identity or expression, associational preference, or any other category protected by applicable state or federal law and provides equal access to the Boy Scouts and other designated youth groups. Sex discrimination includes sexual harassment and sexual violence, and these actions are strictly prohibited. The following person has been designated to handle inquiries regarding the non-discrimination policies: Derild Parsons, Superintendent, 690 S. Maine Street, 775-423-5184.

