

**TITLE:** Grants Specialist

**PURPOSE:** To provide program and administrative supervisory oversight to grant projects in order to facilitate quality educational services for District students.

**QUALIFICATIONS:**

1. Holds a Bachelor's Degree in Business, Finance, Accounting, or Education, Master's Degree Preferred
2. Illinois State Certificate with Administrative Supervisory endorsement
3. Five years of successful teaching experience
4. Strong Math/Accounting background
5. Able to complete applications for various Federal, State and local Grants
6. Able to organize time, space, materials, and groups
7. Possesses excellent communication and interpersonal skills
8. Functions as a team member
9. Able to propose, develop and implement staff development training

**REPORTS TO:** Accounting & Auditing Administrator

**MAINTAINS LIAISON WITH:**

Business Department  
Central Administration  
Building Principals  
School Staff  
Professional Development Institute Personnel  
Director(s) of Teaching & Learning  
Appropriate Federal, State, & local entities

**ESSENTIAL FUNCTIONS:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Provides support and direction for District School Improvement Planning, including School-wide and Targeted-assistance plans.
2. Facilitates alignment of district curriculum, instruction, and professional development, technology, and assessment practices with Illinois Learning Standards.
3. Provides technical support/leadership and on-going professional development focused on grant and budget maintenance to Director(s) of Teaching & Learning administrative staff and/or departments.
4. Mentors new or re-assigned administrators to ensure grant and budget compliance.
5. Assists with the direction, guidance, coordination of instructional programs funded through grants.
6. Compiles and develops procedures for required Title I inventory procedures.
7. Writes and oversees State, Federal and local grants that support school improvement initiatives ensuring program and budget compliance.

8. Manages the day-to-day fiscal requirements to meet compliance standards set by each grant program.
9. Coordinates grant maintenance with the Chief Operational Officer and Illinois State Board of Education.
10. Assures accurate accounting necessary for filing claims and meeting audit requirements.
11. Understands compliance requirements of all grant projects assigned with emphasis on Title I.
12. Communicates fiscal compliance needs to appropriate personnel.
13. Jointly works on Title, Federal and State reports with appropriate personnel.
14. Assists Director(s) of Teaching & Learning and building administrators in regard to program implementation of grant-funded programs.
15. Performs other job-related duties as assigned.
16. Manages, reports on, and closes out various grants as outlined.
17. Identifies and actively competes for grants that could benefit the District.

#### **TERMS OF EMPLOYMENT:**

Salary is based on Salary Schedule established by the Board.

This is a 52-week position.

#### **GRADE LEVEL: 14**

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions*

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

#### **MENTAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and

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negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.