



# Longview Independent School District

## Job Description

### Stronger Connections Grant Project Coordinator

<b>JOB TITLE:</b>	Grant Project Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Office of Innovation	<b>TERMS:</b>	12MO
<b>DEPARTMENT:</b>	Office of Innovation	<b>PAY GRADE:</b>	Professional 4

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#### PRIMARY PURPOSE:

Guide and collaborate the team to ensure the effective execution of the grant program; Respond to inquiries from staff, students, families, and the public; Provide advanced clerical services for the efficient operation of the Student Support Program; Organize and manage the routine work activities of the administrative grant procedures.

Maintain accurate attendance, behavioral, and academic records for the campus. Under close supervision, perform data entry including attendance, Public Education information Management System (PEIMS) data, and academic records.

Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, families, and the general public. Responsible for facilitation and on-site leadership of employees on the Student Support Program, which formulates strategic decisions for students needs and well-being.

#### QUALIFICATIONS:

##### Education/Certification:

Bachelor's degree; master's preferred in education, counselor in education or other related areas

Licensed Professional Counselor (preferred)

##### Special Knowledge/Skills:

- Excellent public relations, organization, communication, and interpersonal skills
- Proficient in Keyboarding, Word Processing, and Social Media
- Ability to multi-task numerous complex administrative activities
- Knowledge of school district organization, operations, and administrative policies
- Ability to read, comprehend, and construct short correspondences and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Ability to use software to develop spreadsheets, perform data collection and analysis



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#### Minimum Experience:

5 years or more advanced experience in education as a teacher, counselor, or administrative roles with extensive contact with people and managing grants

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Accounting

1. Perform routine bookkeeping tasks and maintain grant department budget records. Prepare and process department purchase orders and payment authorizations.
2. Order and maintain inventory of office supplies and program equipment.
3. Monitor and process personnel time records including leave requests and reports and submit them in accordance with district procedures.
4. Evaluate vendors for providers of services our student's possibly need according to data analysis.

##### Records, Reports, and Correspondence

5. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
6. Record minutes of executive staff and board meetings as required.
7. Prepare all correspondence, memoranda, and reports for superintendent.
8. Comply with policies established by federal and state laws and regulations, and local board policy.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Work and communicate with external mental health and behavioral health providers

##### Grants Management

11. Provide leadership, training, and support for Campus Coordinators at all programmatic levels to meet the goals of the Stronger Connections Grant. This includes guidance in working with school leadership in the development and implementation of a comprehensive family engagement plan aimed at fostering strong relationships and partnerships between students and staff, and between our schools and families.
12. Meet with Campus Coordinators bi-monthly to review goals and progress. Provide progress updates to school administrators and superintendent, as needed.



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13. Meet annually with each Campus Coordinators to review the following sources of Data: (1) Learning Environment Survey; (2) Training Dates, Topics, and Attendees; (3) PBIS Agendas and meeting notes; and (4) additional data provided by the Family Engagement Coordinator.
14. Communicate with school-based coordinators to ensure grant activities, timelines, and progress indicators are met which include direct services to students, yearly trainings aimed at increasing capacity to build and maintain strong relationships, measuring impact utilizing Learning Environment Survey, and sharing outcomes with the community.
15. Maintain accurate records and documentation related to family engagement activities and initiatives.
16. Manage grant funds appropriately as indicated in the grant application and in accordance with the Longview ISD purchasing policy.
17. Assist Family Engagement Coordinators in presenting goals and outcomes to the community at least once annually or as determined during the Board meeting.
18. Other duties assigned

#### SUPERVISORY RESPONSIBILITIES:

None

#### MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

**Tools / Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional district wide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.



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### Stronger Connections Grant Project Coordinator

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: JUNE, 2024