

Sparta Area School District

Article 217 - Specifications for the Grant Developer/Communications Coordinator

The Grant Developer/Communications Coordinator shall be contracted by the Board of Education on a twelve-month basis. The Grant Developer/Communications Coordinator shall be directly responsible to the Superintendent of Schools or other designated person.

The position of Grant Developer/Communications Coordinator is not a member of the teacher's bargaining unit and the salary is negotiated. The Grant Developer/Communications Coordinator is also eligible for the same health insurance, long-term disability insurance, dental insurance and state retirement as offered to middle management staff members.

The Grant Developer/Communications Coordinator shall be evaluated by the Superintendent on an annual basis.

QUALIFICATIONS:

Bachelors degree required, Masters preferred. Excellent writing skills, ability to work independently and on teams, high attention to detail, proficiency in Microsoft Office Suite.

Grant Developer

It is expected that the Grant Developer/Communications Coordinator will be responsible for the researching, coordinating, planning, development, submission, and tracking of grant proposals.

PERFORMANCE RESPONSIBILITIES:

1. Maintain awareness of overall priorities and goals for the District and each school.
2. Research local, regional, state, and federal funding sources.
3. Facilitate, with appropriate administrators and/or staff and community members, development of proposals that include the following:
 - Demonstration of need(s)
 - Action plan to meet said need(s)
 - Quantifiable outcome goals and objectives
 - Evaluation plan
 - Budget priorities and expenditure plan
4. Submit grant proposals.
5. Follow up with funders as needed to track grant proposal status.
6. Provide copies of grant proposals and Grant Information Form to Grant Coordinator and other relevant parties. If grant is awarded, provide Grant Budget Worksheet to Grant Coordinator and relevant parties.

7. Maintain information and records on all grants submitted, awarded, and denied.
8. Conduct post-award meeting with relevant parties to review grant criteria, outcome goals and objectives, evaluation plan, and budget prior to commencement of grant activities.
9. Participate in professional organizations and professional development and collegial networking opportunities as appropriate.
10. Other duties as assigned.

Communications Coordinator

It is expected that the Communications Coordinator will be responsible for developing and monitoring the branding and marketing initiatives of the District.

PERFORMANCE RESPONSIBILITIES:

1. Maintain awareness of District news and events to determine the best means of communicating them to the public, including but not limited to:
 - Newsletter
 - Press release
 - Social media
 - Radio
 - District website
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2. Determine ways to keep the District relevant in communications with families and the community.
3. Facilitate the marketing and communications plan for the District and communicate it to district personnel.
4. Maintain and monitor the District's website and social media pages.

Legal reference:

Cross reference: Article 168 - Grants

Approved: September 26, 2006

Revised: July 25, 2017