

Sparta Area School District

Article 256 – Specifications for the Grant Project Director

The Grant Project Director shall be contracted by the Board of Education on a basis to be determined by the requirements of the grant for which the Director is hired. The Grant Project Director shall be directly responsible to the superintendent or other designated person.

Each grant awarded to the District requiring a Grant Project Director shall have a Grant Project Director assigned. For smaller grants, this position may be assigned to a salaried employee as part of their job duties (e.g., a District Director). For larger grants, a dedicated Grant Project Director may be hired on a part-time or full-time basis.

The dedicated position of Grant Project Director is not a member of the teacher's bargaining unit and the salary is negotiated. Benefits may be negotiated depending on the full- or part-time status of the contract.

The Grant Project Director shall be evaluated by the superintendent on an annual basis.

QUALIFICATIONS:

Bachelor's degree required, Masters preferred. Excellent writing skills; excellent managerial skills; ability to identify and accomplish grant project goals in a systemic manner according to the grant proposal; ability to work independently; highly organized; and high attention to detail, including timelines and deadlines. Qualified candidates must be able to lift 10 pounds. Familiar with Microsoft Office and Google preferred.

PERFORMANCE RESPONSIBILITIES

1. Diligently pursue project goals as described in the application
2. Collaborate with lead administrator(s), external evaluators, and other associated personnel
3. Maintains and retains project data and materials as required
4. Completes progress and other required reports assigned to Grant Project Director
5. Monitors progress on grant and identifies possible need to make requests for changes in the grant proposal, including extensions
6. Brings requests for any proposed changes to superintendent for approval, including extensions
7. Oversees accurate and timely effort reporting for project personnel
8. Discloses conflicts of interest when required
9. Ensures that project follows proposal in implementation, including scope and fidelity
10. Assists with negotiation of award terms as needed

11. Monitors project's financial status
12. Manages project within budget limits
13. Assures that expenses incurred are allowable, reasonable, and allocable to the project to which they are charged
14. Seeks prior approval for budget changes when required
15. Ensures that cost-share requirements are met
16. Reviews final financial statements
17. Other duties as assigned according to the grant goals

ESSENTIAL FUNCTIONS:

1. Provide professional development/support to teachers implementing grant funded initiatives
2. Communicate effectively with students, staff, and parents
3. Respect confidentiality
4. Assist teachers and administrators in meeting grant goals
5. Assist administrators in implementation evaluation as requested

Legal Reference:

Cross Reference:

Approved: November 28, 2017

Revised: