

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: **Grants Coordinator**

DEPARTMENT/PROGRAM AREA: Special Projects

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION (Summary Statement):

The coordinator will administer grants in BOCES by management, budget adherence, data collection, report writing, at least a Bachelor's Degree in Education or Language; hold a teaching certification, strong interpersonal skills; and being a team player are required.

The position is funded with federal stimulus money (through CDE) and shall last as long as the BOCES can maintain the grant or secure other funding (minimally three years grant cycles).

II. QUALIFICATIONS / STANDARDS FOR THE POSITION:

10. Prefer a Bachelor's degree in Education or in a field related to English Language Acquisition. ESL/Bilingual endorsement preferred.
11. Experience working with migrant, homeless or ELL families.
12. Experience/knowledge of computers, software, Internet and email.
13. Experience in grant writing, program development, evaluation, and parental involvement.
14. Leadership skills and ability to motivate diverse groups of people, along with strong writing and oral communication skills.
15. Ability to assess district homeless needs and customize services to meet those needs.
16. Ability to work with different groups of people, coordinate meetings and develop new relationships in the community.
17. Team player with strong interpersonal skills.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist districts to develop, implement and evaluate identification processes for homeless students.
2. Coordinate with district staff to deliver coordinated, high quality educational services.
3. Represent SLV-BOCES and the region on local, state and federal committees, advisory groups as required.
4. Collaborate with superintendents, principals, teachers, and district staff in planning, implementing, and evaluating services for the grant. (if applicable)

5. Serve as a liaison with local, regional, state, and federal organizations.
6. Collect data, prepare program reports, and submit all required program information required.
7. Assist in grants management, budgets, and program evaluation.
8. Contribute monthly newsletter articles as directed.
9. Other duties as assigned by the Executive Director.

IV: EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the San Luis Valley BOCES' Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, number of contracted days (work year), applicable benefits and position assignment of the employee.

VI. Physical Demands:

This position requires employees to perform certain physical activities essential to the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Be able to lift and safely move 50 pounds of supplies to liaisons.
3. Flexible work schedule.

VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date