

ALPINE COUNTY OFFICE OF EDUCATION
FUNDING COORDINATOR AND SPECIAL PROJECTS

REPORTS TO: SUPERINTENDENT

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the direction of the Superintendent, review, develop, and communicate policies, procedures, and programs; collaborate with other agencies to facilitate implementation of programs; and seek out and prepare grant applications as directed supporting child related activities and services throughout the county; develop, coordinate, and implement professional development for certificated and classified staff; and perform other duties as assigned.

QUALIFICATIONS:

Required:

1. Any combination of education, experience, and/or training equivalent to a degree in business management, education, social science, or related field and five years of relevant experience

Desired:

1. Experience with special populations and programs
2. Experience in coordinating and providing staff development

KNOWLEDGE AND ABILITY:

1. Excellent oral and written communication skills
2. Ability to write and administer grants
3. Knowledge of social and educational services delivery systems, including state and federally funded education programs and welfare reform
4. Knowledge of effective classroom structure and instructional practices
5. Knowledge of K-12 standards, curriculum and state assessments. Experience in coordinating staff development; work effectively with teachers and staff in curriculum and staff development.
6. Ability to be customer oriented and possess excellent people, listening, and problem solving skill; possess good basic math skills
7. Ability to conduct and facilitate community outreach and planning meetings
8. Ability to be highly organized and capable of working in a fast changing work environment; be available for and capable of statewide travel
9. Ability to work well with individuals of diverse backgrounds and build community
10. Ability to effectively gather, identify, and analyze complex data relating to Alpine County education needs. Interpret implication of data for various public policy options.
11. Generate concise written reports and write/complete all needed county and state-level reports
12. Understanding and support safe, affordable developmentally appropriate early learning; act as liaison between County Superintendent of Schools and all child care related agencies
13. Ability to handle multiple demands at one time and to remain flexible; strong organizational skills; accommodate other duties as assigned
14. Knowledge and experience with budgets; must have computer and word processing skills
15. Work with minimal supervision in intense working environments; accommodate other duties as assigned

16. Ability to establish and maintain effective working relationships with coworkers, organization representatives, and the general public contacted in the course of work

ESSENTIAL DUTIES/TASKS:

1. Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters; write and design brochures, flyers, presentations, and other documents
2. Conduct and facilitate meetings, resolve problems, provide guidance and assistance to staff members, and others as needed and as required; serve on committees, task forces, and panels
3. Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations
4. Assist in the formulation and development of policies, procedures, and programs
5. Communicate with administrators, staff, and representatives of other agencies to coordinate activities, resolve issues, and exchange information
6. Write and organize grants related to children and learning as assigned by the County Superintendent of Schools, including the supervision of related budgets, reports, and reviews
7. Take initiative to recommend new and reapply for existing grant funds as necessary; monitor grant funded program compliance and new and ongoing grant activities
8. Research and apply for new funds as directed by the Superintendent of Schools
9. Develop Requests for Proposals (RFPs), applications, and the scoring forms
10. Complete all necessary reports in a timely, accurate and proficient manner
11. Complete all required reporting for various grants (monthly, quarterly, biannual, and annual)
12. Process claims and submit to County Superintendent of Schools as necessary
13. Complete all bookkeeping on a monthly basis
14. Monitor all grant-funded programs as assigned regarding compliance with funding criteria and report back to County Superintendent of Schools
15. Provide fiscal and informational support to all grant funded programs
16. Represent the County Superintendent of Schools at local and state level meetings and other requested functions
17. Train, supervise, and evaluate the work of assigned staff
18. May assist with the development of supplemental curricula
19. May provide professional development activities for instructional team as appropriate
20. May provide professional development to teachers and staff as needed and as required
21. Perform other duties reasonably related to this position

NON ESSENTIAL DUTIES/TASKS:

1. Performs other duties as assigned

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers.
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

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