

Alpine County Superintendent of Schools

**LEARNING CENTER DIRECTOR / GRANT'S COORDINATOR**

**DEFINITION:**

Plan, organize, control, and direct the daily operations and assigned functions of the Alpine County Office of Education's Learning Center (ACOELC); review, develop, and communicate policies, procedures, and programs; collaborate with other managers at the ACOELC to ensure implementation of programs; and seek out and prepare grant applications supporting child related activities and services throughout the county.

**TYPICAL TASKS:**

Plan, organize, control, and direct the day-to-day operations of the ACOE Learning Center in all areas, including personnel, facilities, finance, public relations, program compliance, and staff development.

Develop short- and long-range plans for increasing efficiency.

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.

Conduct and facilitate meetings, resolve problems, provide direction for staff members, and others as required; serve on committees, task forces, and panels.

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations.

Assist in the formulation and development of policies, procedures, and programs.

Communicate with administrators, staff, and representatives of other agencies to coordinate activities, resolve issues, and exchange information.

Prepare and administer ACOE Learning Center budget, working with ACOE business office staff.

Write and coordinate grants related to children and learning as assigned by the County Superintendent of Schools, including the supervision of related budgets, reports, and reviews.

Provide leadership regarding new and on-going grants, grant funded program compliance, new and on-going grant activities.

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### **TYPICAL TASKS: (Continued)**

Research and apply for new funds as directed by the Council and Superintendent of Schools.

Re-apply for current grant funds as necessary.

Develop RFPs, applications, and the scoring forms.

Complete all necessary reports in a timely, accurate and proficient manner.

Complete all required reporting for various grants (monthly, quarterly, bi-annual, and annual).

Processes claims and submit to County Superintendent of Schools as necessary.

Complete all bookkeeping on a monthly basis.

Monitor all grant-funded programs as assigned regarding compliance with funding criteria and report back to County Superintendent of Schools.

Provide fiscal and informational support to all grant funded programs.

Represent the County Superintendent of Schools at state level meetings and other requested functions.

Train, supervise, and evaluate the work of assigned staff.

Perform other duties reasonably related to this position.

### **EMPLOYMENT STANDARDS:**

**Knowledge of:** good oral and written communication skills; writing and administering grants; social and educational services delivery systems, including state and federally funded education programs and welfare reform; and computers.

**Ability to:** be consumer oriented; possess excellent people skills, listening skills, problem solving skills, and good basic math skills; be highly organized and capable of working in a fast changing work environment; be available for and capable of statewide travel; effectively identify, gather, and analyze complex data relating to Alpine County education needs; generate concise written reports; interpret implication of data for various public policy options; conduct and facilitate community outreach and planning meetings; write/ complete all needed county and state-level reports; work well with individuals of diverse backgrounds; build community

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**Ability to: continued --**

understanding and support for safe, affordable developmentally appropriate early learning; act as liaison between County Superintendent of Schools and all child care related agencies; handle multiple demands at one time and to remain flexible; perform well with minimal supervision in intense working environments; and accommodate other duties as assigned.

**EDUCATION/EXPERIENCE:**

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.

Adopted: 8/2003

Revised: 1/13/05