

JOB DESCRIPTION

TITLE DIRECTOR OF COMPETITIVE GRANTS AND CHARTER SCHOOLS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with an emphasis in Educational Leadership, Education or Public Relations; or a Master's degree in another field with three years job related experience which provides the required knowledge, skills and abilities for this position. Experience in school-level administration. Basic computer skills required (e.g., ability to use email, Word, Excel).
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board members.
Mathematical Skills	Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand and walk; use hand to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty.

Work Environment In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Chief Instructional Officer

GENERAL RESPONSIBILITIES

1. Assesses program needs based upon the District Strategic Plan, 3-Year Academic Plan, and School Improvement Plans.
2. Coordinates all competitive grant applications with Program administrators.
3. Facilitates the development process for grant proposals written by individual teachers, schools, and the district to secure funding for special programs and projects.
4. Develops, coordinates and writes major grants at the district level for programs that require external funding and may also require significant external resources such as foundation, business and community partnerships.
5. Coordinates district sponsorship responsibilities for charter schools, including contract management, program monitoring, data reporting, and ensuring consistency with the state accountability system.
6. Coordinates the District's charter application review and approval process.
7. Serves as district's liaison for charter schools and District departments.

SPECIFIC RESPONSIBILITIES

1. Assesses program needs through working closely with the District Strategic Plan, 3-Year Academic Plan, School Improvement Plans, and working with the Senior Leadership Team to identify priorities for possible grant funding.
2. Consults with instructional and technology staffs to determine the priority of program needs requiring grant funding.
3. Administers grant development and processes grant applications through all appropriate administrators.
4. Creates a grant resource data base and oversees the communication with state and federal program officers to provide schools and district staff timely information on grant availability.

5. Develops and coordinates the strategic grant funding plans for special projects that are long term in nature or that have substantial impact to a particular curriculum area or department.
6. Develops appropriate collaborations among business, community and CCPS staff to support grant projects.
7. Provides group and/or individual in-service for grant writing.
8. Serves as the negotiator on terms of grant and contract awards.
9. Coordinates selected CCPS special events for the purpose of creating community involvement related to selected grant programs.
10. Participates in selected activities of organizations that have an educational component.
11. Coordinates design, implementation, and evaluation of the charter application review and approval process.
12. Monitors charter application process for compliance with statutory requirements and timelines.
13. Coordinates preparation and negotiation of new charter contracts.
14. Monitors timelines for contract renewal, coordinates the renewal process, revises renewal contract as appropriate for the individual charter school.
15. Participates actively in the Florida Association of Charter School Authorizers as the district liaison by utilizing its support network.
16. Develops and maintains the District Handbook for Charter School Services and Protocols.
17. Develops and maintains the District Website for Charter Schools for community information about charter schools, appropriate links to technical information for applicants, and related documents.
18. Updates District Policies for charter schools to reflect current practices and legislation.
19. Monitors charter school data for FTE Survey compliance.
20. Responds to and delegates as appropriate all communications related to charter schools from community members, charter school personnel, potential applicants, and others.
21. Develops and maintains the District's Handbook of Technical Assistance for charter school applicants.
22. Participates in appropriate local, state, and national professional meetings and professional growth activities related to charter schools.
23. Maintains a current and working knowledge of charter school legislation and current trends.
24. Provides federal and state agencies with informational reports related to charter schools as required.
25. Performs other duties as assigned.