

## JOB DESCRIPTION

TITLE FEDERAL GRANTS SPECIALIST

## 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	High school diploma or General Education Development (GED) certificate. Basic computer skills required (e.g., ability to use email, Microsoft Office, TERMS and Data Warehouse). Bilingual, English/Spanish.
Language Skills	Ability to read, analyze, and interpret general business regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      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 quiet.

REPORTS TO              Coordinator of Title I

#### GENERAL RESPONSIBILITIES

1. Audits and works with all school sites, parents and Supplemental Educational Services (SES) providers to maintain accurate student data for District Title I Public School CHOICE and SES program.
2. Provides guidance and direction to target school principals on program implementation and compliance.
3. Tracks student participation and reviews, updates student Choice/SES data to assist in DOE reporting, invoicing and to ensure students are served.
4. Maintains and manages online database system for Title I Choice with Transportation and SES applications.

#### SPECIFIC RESPONSIBILITIES

1. Collects, verifies and reports Title I Choice with Transportation and SES programs.
2. Collects, inputs and updates student and provider data for SES provider participation, including student learning plans, rosters and invoices.
3. Maintains records on students assigned to each provider per school and communicates this information to school sites.
4. Communicates with schools, parents and providers to maintain and update student participation records.
5. Assists with requests for student records related to Choice with Transportation and SES requests.
6. Collects and provides data on Title I Public School Choice with Transportation program.
7. Develops, implements and updates written training and procedures manuals.
8. Communicates documentation and/or data problems to program coordinator, SES providers, parents, and school sites as appropriate.
9. Conducts regular internal audits and assists with preparation of desktop and on-site monitoring visits as requested.

10. Assists in the evaluation of operational procedures and makes recommendations for changes when appropriate.
11. Prepares letters to parents regarding Title I choice options and coordinates translation of letters and distribution to parents and school sites.
12. Processes applications for Choice with Transportation or SES.
13. Keeps budget records and processes invoices for SES services.
14. Establishes a system for the collection of data that determines student eligibility and funding for program services.
15. Assists Title I Coordinator in preparing CHOICE/SES applications and program/budget amendments.
16. Assists in the preparation of local, state and federal reports.
17. Maintains spreadsheets with data on budgetary control for Title I CHOICE/SES allocations.
18. Surveys and places order requests for the acquisition of program materials and equipment.
19. Develops a data base reporting system whereby schools can monitor Title I programs to insure adherence to federal regulations and state guidelines.
20. Compiles and reviews data for the annual assessment of the educational needs of children.
21. Works collaboratively with the FSG and District staff to plan and schedule inservice activities for Title I CHOICE/SES support and school-based personnel.
22. Establishes a system to collect, report, and disseminate CHOICE/SES student information and applications through school, provider and support service staff.
23. Insures the accuracy of the CHOICE/SES counts in both regular and summer terms.
24. Performs other duties as assigned.