

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Grants	REPORTS TO:	Assistant Superintendent, State and Federal Programs
DEPARTMENT:	School Innovation Division	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Grants Coordinator)

BASIC FUNCTION:

Accountable for improving student achievement for all students through the effective management of an assigned area; plan, organize, and manage District's grant development for a variety of programs with special attention to English Learners and Special Education Student; provide technical assistance to sites and District staff in preparation of proposals, grant applications and other grant related activities; facilitate the development of special projects related to District instructional program to expand practices proven to raise student achievement.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and manage District's grant development for a variety of programs in providing funding resources needed to assist students to stay in school on target to graduate. *E*

Assist sites and District staff to prepare and submit grant proposals to public, foundation and corporate source; assist in researching grants; serve as a resource to staff and provide technical assistance in revising and editing for readability, clarity of focus and consistency with District policies and educational philosophy. *E*

Analyze opportunities from a variety of sources to identify likely funding sources for specific District projects that provide students a variety of high quality educational opportunities to learn at grade level and beyond. *E*

Develop and coordinate comprehensive databases including notification of grant deadline, status of proposal development, budget requested, funding level, final disposition of program management and other pertinent data; provide accurate data to make effective decisions impacting sites and students. *E*

Assist sites and District staff in development of timelines for proposed development, processing and submission of applications to meet specific grant deadlines ensuring a timely and effective process. *E*

Assist in the design and development of workshops and other programs as appropriate to provide current information on grant writing, instructional program development and specific grant programs in support of professional learning. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Provide assistance in the development of District strategic plans to promote the District vision/mission; perform special projects for the Office of the Superintendent. *E*

Collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; counsel and provide recommendations as necessary. *E*

Coordinate and communicate in a timely manner with department responsible for district development efforts to provide students and staff access to a variety of high quality learning and teaching options to increase the student achievement. *E*

Engage with and represent the District to outside funding agencies on behalf of District as requested; develop and maintain ~~positive~~ effective communication and positive relationships. *E*

Supervise assigned staff, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years experience in the field of education or related field. Experience in writing grant applications preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Teaching Credential or equivalent (based on current job responsibilities); valid California driver's license and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Request for Proposal processes for sites and district activities.
- Strong writing, editing and oral communication skills with attention to detail.
- Analytical and problem solving abilities
- Knowledge of grant resources.
- Principles and practices of management.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Applicable laws, codes, regulations, policies, procedures related to assigned duties.
- Labor Relations law and employee contracts.
- Facilitation skills to promote collaborative proposal development.
- Innovative instructional practices and national trends in education and grant-related programs.
- Grant writing and evaluation techniques.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Coordinate, plan, and manage assigned functions within an assigned area.
- Set clear, realistic, time-bound, and measurable objectives and goals.
- Write clear, structured, articulate, and persuasive proposals.
- Develop in-service training programs for administrators, teachers and representatives from public agencies.
- Organize and facilitate grant projects and work collaboratively with outside agencies.
- Review District grant proposals to ensure continuity with current District policy.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Plan and organize work to meet schedules and time lines.
- Distinguish and identify funding opportunities for District programs.
- Analyze situations accurately and adopt effective course of action.
- Work in a fast-paced environment with last-minute demands for grant submittals and other activities.

Prepare comprehensive narrative and statistical reports.
Establish and maintain cooperative and effective relationships with a diverse range of people.
Work independently with little direction and many interruptions.
Read, understand, explain, and implement technical material.
Make presentations and deliver in-services in area of specialty.
Supervise and evaluate the performance of assigned staff.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and site environment; driving a vehicle to conduct work; extended viewing of computer monitor; frequent standing and walking; rapid paced work; moderate to high levels of stress.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipments; hearing and speaking to exchange information and make presentations; seeing to read grants and proposals; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions