

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Grants Facilitator Specialist

REPORTS TO: Supervisor of Minority Affairs, Governmental Programs, and Grants Department

JOB SUMMARY: Initiates and supports the grant activities. This includes researching potential funding sources, assisting with the grant writing process, and monitoring current programs to assure adherence to state and/or federal requirements.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists the coordinator of Minority Affairs/State and Federal Projects with writing state, federal, and privately funding grants.
2. Assists with the monitoring of grants that have been awarded to BASD.
3. Researches newly announced federal, state, and privately funded grant opportunities.
4. Organizes grant writing teams and assist with compiling narrative information contributed by team members.
5. Assists with preparation and editing of grant applications to assure that all proposal requirements have been met.
6. Attends statewide or federal grant workshops, as assigned.
7. Collects and maintains program and performance data on the 10 ASPIRE 21st Century Community Learning Centers.
8. Prepares annual and final performance reports as per local, state, and federal requirements.
9. Prepares agenda and conduct ASPIRE staff meetings on a regular basis.
10. Arranges software installation, schedule information sessions, and plan staff training in accordance with current grant requirements.
11. Assists the Coordinator of Information and Communication Technologies with grant implementation.
12. Reviews the Student Achieving Standards Grants I and II to monitor compliance.
13. Attends Safe and Drug Free Schools and Communities advisory council meetings and ASPIRE Partnership meetings.
14. Prepares summaries of the above meetings and distribute to all members.
15. Visits ASPIRE sites and offer support to site coordinators as needed.

16. Performs other duties as assigned.

QUALIFICATIONS: Two (2) years experience in grant writing is necessary. Bachelor's degree necessary. Knowledge of governmental regulations helpful.

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Must possess computer skills and various office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

