

ESTABLISHMENT OF NEW JOB DESCRIPTION

BACKGROUND AND RATIONALE:

Project AWARE Grant Program Manager

Project AWARE Grant Program Manager is part of a five (5) year grant funded by both Local Educational Agencies and State Educational Agencies for five (5) years. The job function will be to assume responsibility for daily implementation of the grant program requirements and programming, grant program management and reporting of the grant information as required by district, state and federal contracts are required.

PROPOSAL:

To establish the position of Project AWARE Grant Program Manager

<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Recurring/ Nonrecurring</u>	<u>Measurable Expected Impact and Timeline</u>
Project AWARE Grant Program Manager (.5 FTE on a year long calendar)	Certified Salary Schedule	Grant funded	Recurring	Assumes responsibility for daily implementation of grant program requirements and programming, grant program management, and reporting of grant information as required by district, state and federal contracts as required.

STAFF CONTACT:

Shelley Chatfield Ext 24728

POLICY REFERENCE:

01.11 (General Powers and Duties of the Board)

RECOMMENDATION:

A motion is in order to:

“Approve the new job description for the Project AWARE Grant Program Manager”.