TITLE: **21st Century Grant Coordinator**

QUALIFICATIONS:

1. ~~High School Diploma or GED Certificate~~
2. A bachelor’s degree in education, social work, or related field
3. Experience working with children in an organized setting
4. ~~Ability to communicate effectively with children, parents and staff~~
5. ~~Professional demeanor~~

REPORTS TO: Principal

JOB GOAL: ~~To assist in coordinating/providing a holistic support system that will enable children to succeed in schools and their families to assist them fully.~~To collaborate with youth development workers and community partner/organizations to assist in meeting both the cognitive, and non-cognitive, needs of participants and families.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions related to grant guidelines ~~from supervisor related to job responsibilities~~
2. Assist ~~in promoting~~ and oversee educational programs supported by 21st Century Grant funding
3. Maintain~~s~~ a schedule of appointments and make~~s~~ arrangements for conferences and interviews with students and families
4. Obtain~~s~~, gather~~s~~, organize~~s~~ and enter pertinent data ~~as needed and puts~~ into ~~a usable form~~ designated programs
5. Provide a good public relations atmosphere with the community, parents and staff
6. Maintain~~s such~~ all records ~~as shall be~~ required by grant guidelines
7. ~~Places and receives telephone calls and records messages~~
8. Complete all required state and federal reporting
9. Submit reimbursement request within mandated timeframe
10. Facilitate Advisory Council meetings and activities
11. Perform ~~other~~ related duties ~~consistent with the position~~ as assigned by supervisor

TERMS OF EMPLOYMENT:

* Salary–21st Grant Coordinator Salary Schedule
* 8 hours/day
* 220 days/year
* Board approved: 11-18-04, 2019 (full revision)