

**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent *JJB*  
Dr. Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources *AH*

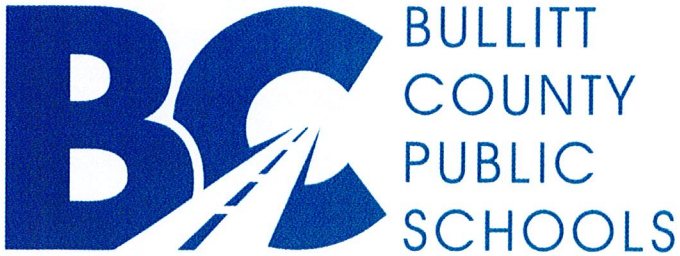
**DATE:** September 13, 2023

**RE:** **Item for the SEPTEMBER Board Meeting - Revised Job Description: FRYSC & Migrant Education District Supervisor/District Grant Writer**

Approval of the revised job description for our FRYSC & Migrant Education District Supervisor/District Grant Writer Position. The description has been updated to address the migrant education program's needs, and also the need to find funds to offset costs for programs through grant writing.

Attached: Memo from Assistant Superintendent Adrienne Usher  
Job Description

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



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TO: Dr. Jesse Bacon, Superintendent  
Thea Hurt, Director of Human Resources

FROM: Dr. Adrienne Usher, Assistant Superintendent *AU*

DATE: September 11, 2023

RE: Revised Job Description: FRYSC & Migrant Education District  
Supervisor/District Grant Writer

The current Grant Writer job description has not been updated in several years. This position now encompasses grants, oversight and evaluation of 13 FRYSC, and migrant education programming and coordination. This job description needs to be revised because it is essential that we are transparent with potential candidates on the performance responsibilities of this evolving position. The grant writer position is crucial in finding funds to offset costs for program positions, services, etc. Due to changes in demographics across our district, migrant education programming/services in coordination with the migrant regional office are occurring more often as compared to previous years. Overall, as our district continues to change and adjust the roles and responsibilities of positions must as well. Approval is requested for the current Grant Writer job name to be renamed FRYSC & Migrant Education District Supervisor/District Grant Writer and job description revised.

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

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# BULLITT COUNTY PUBLIC SCHOOLS



## **POSITION: FRYSC & MIGRANT EDUCATION DISTRICT SUPERVISOR/DISTRICT GRANT WRITER**

### **POSITION SUMMARY:**

- Coordinates and oversees the grant application process including identification of potential new funding sources, development of funding resources for existing and proposed programs/or services, writing grants, developing budgets, collaborating on grant applications with various District units and community organizations.
- Coordinates and oversees FRYSC program grant development, reviews services and programs offered by each center, approves funding requests, collaborates with school administration on program development and coordinator evaluations, attends all required district and state meetings, provides professional learning and mentoring for coordinators as necessary.
- Coordinates and oversees Migrant Education Program serving as contact for regional office, collaborates with schools to ensure migrant students have access to regional support, and provides reports to regional migrant office.

### **MINIMUM QUALIFICATIONS:**

- 1) Bachelor's Degree with applicable experience OR administrative experience at the school level related to grant writing and personnel supervision
- 2) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.

### **DESIRABLE QUALIFICATIONS:**

- 1) Understanding of systems management
- 2) Ability to absorb, analyze, organize and communicate information and ideas
- 3) Knowledge and understanding of all budgeting processes
- 4) Strong writing and communication skills

### **TERMS OF EMPLOYMENT:**

- 240 Days
- Salary based on approved salary schedule
- Contract renewable on a yearly basis based on satisfactory evaluation and recommendation from the Superintendent

**REPORTS TO:** Assistant Superintendent

**SUPERVISES:** FRYSC Coordinators

## **BULLITT COUNTY PUBLIC SCHOOLS**

### **PERFORMANCE RESPONSIBILITIES:**

1. Seeks out available grant opportunities using the internet, grant publications, and other resources.
2. Presents grant possibilities to appropriate staff and facilitates the writing and oversight of the grants.
3. Takes the lead role in the writing of and submission of grant application
4. Coordinates the involvement of the finance, personnel and curriculum departments concerning grant applications.
5. Coordinates the district involvement with outside agencies in the development of joint grants.
6. Facilitates letters of community support and commitment for grant applications.
7. Attends technical assistance meetings to learn about grant requirements.
8. Fosters a strong team approach to grant development.
9. Conducts needs assessments to collect data needed for grant applications.
10. Conducts research in key academic and programmatic areas for use in grant applications.
11. Conducts grant development meetings (with staff and/or district representatives) concerning grants to be submitted.
12. Develops draft and final grant applications with input from staff and district representatives.
13. Develops grant budgets and monitors implementation with input from staff.
14. Completes annual performance reports and/or continuing grant applications with input from directors.
15. Make sure all donations/grants are presented to the board and paperwork is presented.
16. Supervise and evaluation of FRYSC Coordinators and their centers
17. Plan/oversee monthly coordinator meeting; attend any state required FRYSC meetings and trainings
18. Oversee and approve Purchases all budgets, purchasing, etc. for each center
19. Make sure all grant paperwork is complete and turned into the state on time
20. Duties outside of work day may include, but are not limited to, after hour programming, school events, district events, etc.
21. Serves as a liaison between district and state related to grant requirements and submission; serve as liaison between school administration and FRYSCs related to programming, centers, and role of FRYSC coordinator
22. Punctual and regular in attendance
23. Performs related duties as assigned.

### **PHYSICAL DEMANDS:**

## BULLITT COUNTY PUBLIC SCHOOLS

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 1/3 of Work Day)
Standing/Walking			✓	
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull		✓		
Bend/Stoop/Crouch		✓		
Kneel/Crawl	✓			
Climb/Balance	✓			
Lift/Carry (Check Frequency)	✓			
Up to 10 lbs.		✓		
Up to 20 lbs.	✓			
Up to 50 lbs.	✓			
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_