



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

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

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

DATE: October 12, 2023

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

Attached is the updated job description for the FRYSC & Migrant Education District Supervisor/District Grant Writer Job Description. The revision is the addition of "Minimum of a Bachelor's degree required." This revision was needed in order to clarify that a degree is required for the position.

Attached: Revised job description.

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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 based on needs assessment, approves funding requests, collaborates with appropriate school/district personnel on program implementation and coordinator evaluations, collaborates with Regional Program Manager and Cabinet for Family and Health Services 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) Minimum of a Bachelor's Degree required.
Administrative experience at the school level related to grant writing and personnel supervision preferred.
- 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

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SUPERVISES: FRYSC Coordinators

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. Collaborates with FRYSC Regional Program Manager and Cabinet for Family and Health Services
19. Oversee and approve Purchases all budgets, purchasing, etc. for each center
20. Make sure all grant paperwork is complete and turned into the state on time
21. Duties outside of work day may include, but are not limited to, after hour programming, school events, district events, etc.
22. 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
23. Punctual and regular in attendance

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24. Performs related duties as assigned.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 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: _____