



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

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

Act **FROM:** Dr. Althea Hurt, Director of Human Resources

DATE: May 14, 2025

RE: Item for the MAY Board Meeting - Job Description Update and Title Change -
Director of Grant Management & Family/Community Programs

Superintendent Bacon requests to revise the job description and title of our current Grant Manager position. The new title will be *Director of Grant Management and Family/Community Programs*.

Attached is the updated job description.

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POSITION: DIRECTOR OF GRANT MANAGEMENT AND FAMILY/COMMUNITY PROGRAMS

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 the Migrant Education Program, serving as contact for the regional office, collaborates with schools to ensure migrant students have access to regional support, and provides reports to the regional migrant office.
- Coordinates and oversees district community outreach and programs in collaboration with district leadership positions that enhance, support, or increase opportunities and partnerships for students, staff, families, and the community at large

MINIMUM QUALIFICATIONS:

- 1) Minimum of a Bachelor's Degree required.
Administrative experience at the school level related to grant writing and personnel supervision is 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

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TERMS OF EMPLOYMENT:

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

REPORTS TO: Deputy Superintendent

SUPERVISES: FRYSC Coordinators and other staff relevant to the position as assigned by the Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Seeks out available foundation monies and 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 organization of staff assisting in the writing of grants and the overall submission of grant applications.
4. Coordinates the involvement of the school and/or district 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, as appropriate.
15. Prepares and presents all donations/grants to the Board through appropriate system/workflow processes.
16. Supervise and evaluation of FRYSC Coordinators and their centers
17. Plan/oversee monthly coordinator meeting; attend any state required FRYSC meetings and trainings

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18. Collaborates with FRYSC Regional Program Manager and Cabinet for Family and Health Services
19. 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
20. Collaborates and coordinates with district leadership on community-based programs that provide support, enhancements, etc. to students, staff, families, and community partners.
21. Engage students, staff, families, and the broader community in outreach initiatives, fostering a collaborative environment.
22. Oversee the design, implementation, and evaluation of community outreach programs that support district goals.
23. Serve as liaison/lead on student programming connected to before and/or after-school programs, summer programs, etc. in collaboration with curriculum, instruction, and assessment district administration
24. Oversee and approve Purchases all budgets, purchasing, etc. for each center
25. Make sure all grant paperwork is complete and turned into the state on time
26. Duties outside of work day may include, but are not limited to, after hour programming, school events, district events, etc.
27. Punctual and regular in attendance
28. Performs related duties as assigned.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/2 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.	✓			

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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: _____