



Little Rock School District

JOB DESCRIPTION

Position Title: Grant Director

Prepared Date: 01/26/2022

JOB GOAL:

Utilize District resources such as principals, teachers, and other administrators to identify and research areas whereby grants may be written and submitted for the betterment of the District and its students.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 day) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

Non-Exempt

QUALIFICATIONS:

- Formulates grant proposals in such areas as Narrative Applications, Budget Formulation, and Programmatic Implementation.
- Provides technical assistance to principals, teachers, and other staff members in developing innovative approaches to program needs of the District.
- Collaborates with local institutions of higher education, other governmental agencies, and community organizations in planning and developing proposals.
- Utilizes the Federal Register and other source documents as means to secure funding.
- Utilizes Request for Proposal (RFP) guidelines.
- Writes budget and program amendments, as required.
- Communicates to all levels of the organization the required steps in the grant process.
- At the Superintendent's direction, makes presentations to the Board of Directors regarding grant proposals and status of each.
- Performs other duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Bachelor's degree from four-year college or university and five (5) years' experience in writing and administering state, federal, and private grants; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common trade journals, and legal documents. Ability to respond to common inquiries or complaints from parents, patrons, teachers, administrators, regulatory agencies,



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or members of the business community. Ability to effectively present information to top management and/or board of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.