# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>COORD – GRANT PROGRAM</th>
<th>Revision Date:</th>
<th>October 29, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>81420</td>
<td>FLSA:</td>
<td>EXEMPT</td>
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<tr>
<td>Salary Plan:</td>
<td>Support</td>
<td>Revised By:</td>
<td>Megan Cusson-Lark</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>SCH012</td>
<td>Comp Reviewed By:</td>
<td>Cheryl Winters</td>
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<tr>
<td>Funding Source:</td>
<td>Grant</td>
<td>Duration; # of months</td>
<td>12 months</td>
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<tr>
<td>Work Location:</td>
<td>(1) Primarily works at Bransford Office Campus</td>
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Instructions: Fill in all blanks and dropdowns. Kronos access questions must be completed for payroll.

**Job Summary (2-3 sentences describing job purpose):** The grant project coordinator will be the key person that ensures that all components and required activities are completed by their deadline, in accordance with the funded CDC-1807 grant.

**Reports to:** Primary Investigator for CDC-1807 Grant

**Department Name:** Student Services

**Primary Job Duties/Responsibilities:** List, in the order of importance or time spent, the essential duties/tasks performed by the position. This is not an exhaustive list and employees may be assigned additional duties by management as required. Regular and reliable attendance is an expectation of the job.

<table>
<thead>
<tr>
<th>Job Duty/Resp. 1:</th>
<th>Implementation of all required activities outlined in the CDC-1807 grant (Safe and Supportive Environments, Sexual Health Education, and Sexual Health Services) that must be completed within the five year grant period.</th>
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<tbody>
<tr>
<td>Job Duty/Resp. 2:</td>
<td>Tracking &amp; Monitoring of the required grant activities to include the budget, reporting, and documentation to the grantor.</td>
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<tr>
<td>Job Duty/Resp. 3:</td>
<td>Coordination of cross-departmental goals and expectations with Curriculum &amp; Instruction, School Nurses, School Counselors, Social Workers, School principals and staff, student services department and all CDC-1807 partners and contractors.</td>
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<tr>
<td>Job Duty/Resp. 4:</td>
<td>Assist in the oversight of the Lead Wellness teacher and the SEL Counselor that are connected to the grant.</td>
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<td>Job Duty/Resp. 5:</td>
<td>Collaboration with internal and external partners, such as teachers, parents and community partners.</td>
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<tr>
<td>Job Duty/Resp. 6:</td>
<td>Communication - Communicates and relates well with internal and external stakeholders (schools, parents, central office, community partners/contractors and grantor).</td>
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<tr>
<td>Job Duty/Resp. 7:</td>
<td>Utilization of a quality improvement approach to analyze data, implement proper programming or professional development, and revise as needed.</td>
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<tr>
<td>Job Duty/Resp. 8:</td>
<td>Other job duties as assigned, to support the CDC 1807 outcomes.</td>
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</table>
**Education and Experience Requirements**

**Education** (training/degree): Required minimum: Master’s degree in Educational Leadership, Public Health or Public Administration, or a related field.

**Experience Requirements**: Required: Minimum: 3-5 years successful experience in educational administration, public health, public administration or a related field. Evidence of prior grants management experience and knowledge of the Division and Adolescent and School Health best practices preferred

**Licenses, Certifications or Registrations Required**: N/A

**Skills Required**: Previous direct budget and grant management experience.

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**General Skills, Responsibilities, Requirements, and Impacts**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong interpersonal and leadership skills. Relates and interacts positively with teachers, other staff, students, administrators, central office personnel, parents, and community partners.
- Communicates effectively in written and oral form; possesses excellent public speaking abilities
- Demonstrated proficiency in implementing the work plan and scope of a grant.

**Data Responsibility:**
Level 5: Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

**People Responsibility:**
Level 5: Persuades or influences others in favor of a service, course of action, or point of view

**Assets Responsibility:**
Level 4: Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money

**Mathematical Requirements:**
Level 2: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

**Communications Requirements:**
Level 6: Reads journals and manuals; composes specialized reports/analysis; speaks to large groups of coworkers and people outside the organization.

**Complexity of Work:**
Level 5: Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Impact of Decisions:**
Level 4: Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage (if applicable):**
N/A

**Safety of Others:**
Level 3: Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.
Kronos Set Up Data:

**Meal Deduction** – Most Bransford office and district level employee have a meal deduction. They are scheduled 8.5 hours per day and get an hour lunch.  **Auto Meal Deduction**

**Travel** – Employee does not or seldom travels

**Compensatory Time vs. Overtime (Support Non-Exempt Employees only)** – Exempt Employee - can not accrue comp or overtime

**Restrictions** – Should employee be restricted to punch in and out within 7 minutes of their schedule start and end times?  **No, Do not restrict punches**

**Employee Type** – Clock, phone, supervisor, etc. **Time Clock**

**Timekeeper** – Is the employee a timekeeper?  **No**

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ADA Requirements/Compliance

**Physical Demands:**
Level 2: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

Additional requirements: Click here to enter text.

**Unavoidable Hazards:**
N/A

**Sensory Requirements:**
Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking.

Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.