

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8310  
Pay Grade: E07

FLSA: Exempt  
PTS

<b>GRANT-FUNDED PROGRAM SPECIALIST</b>
<b>REPORTS TO:</b> Director, Special Projects OR Designated administrator overseeing grant project
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with certification in any subject area recognized by the Florida Department of Education. Demonstrated abilities in program coordination, budget management and, organizational and communication skills.  <b>PREFERRED:</b> Master's degree from an accredited college or university. Certification in Educational Leadership, Administration and Supervision, or an equivalent certification as defined by the Florida Department of Education and three (3) years of administrative experience. Administrative experiences as a school-based or central office administrator or a coordinator of grant-funded programs.
<b>MAJOR FUNCTION</b>
Plans, implements, and manages large-scale grant projects. Oversees daily operations in compliance with federal, state and district mandates. Creates and monitors program budget and expenditures.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Coordinates funded grant program development and implementation for identified schools and/or departments</li><li>• Aligns program activities with grant program goals and objectives and district goals and objectives</li><li>• Collaborates with school-based and district office personnel – such as Humana Resources, federal and/or state grant program staff, and often with contracted project evaluators to ensure achievement of grant program goals and objectives</li><li>• Develops overall grant program implementation timeline</li><li>• Assists principals or department heads or designees with development of grant program implementation timelines</li><li>• Develops and manages grant budgets, assists others with managing grant budget allocations, and monitors grant expenditures for compliance with federal and/or state requirements</li><li>• Serves as liaison with school-based and district personnel, the district special projects office and other stakeholders including community partners</li><li>• Coordinates and assists grant program evaluation</li><li>• Analyzes and disseminates information on the effectiveness of grant program</li><li>• Prepares grant performance reports and submits to federal and/or state program officer and special projects office</li><li>• Coordinates development and implementation of staff training in support of grant goals and objectives</li><li>• Performs other related duties as required</li></ul>

**GRANT-FUNDED PROGRAM SPECIALIST**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 3/01 AK; BOARD APPROVED: 03/11/03; REVISED MF, D&R, MQS & PREF; 1/11 RAS; BOARD APPROVED: 02/08/11; REVISED FORMAT, TITLE, PG, QUALS, ADA, 04/14 LM; BOARD APPROVED: 4/22/14

**GRANT-FUNDED PROGRAM SPECIALIST**

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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