



## **Grant Compliance Specialist / 4**

### **Purpose Statement**

The job of Grant Compliance Specialist / 4 is done for the purpose/s of provide assistants, support, and coordination for the Extended Learning Program.

This job is distinguished from similar jobs by the following characteristics: Duties generally performed before, during, and after school hours.

This job reports to Dist Coord 3 PT / Extended Day

### **Essential Functions**

Assists with planning professional development for the district's Extended Learning programs for the purpose of supporting learning and meeting the needs of students.

Assists with management of budgets and expenses for the purpose of accurate record keeping; compliance with grant requirements; and compliance with all local, state, and federal laws, regulations, and guidelines.

Assists with hiring, supervising, training, monitoring, and evaluating after staff for the purpose of ensuring the smooth functioning of the program and services.

Assists to maintain a variety of manual and electronic files and/or records (e.g. attendance rosters, financial information, required reports, etc.) for the purpose of providing up-to-date reference and compliance with regulations and guidelines.

Assists with gathering and disseminating information in a variety of formats for the purpose of communicating clearly with all stakeholders; maintaining compliance with local, state, and federal requirements; meeting grant obligations and ensuring the effective extended learning program.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity.

Collaborates with others (e.g. principal, teachers, district administration, parents, students, community organizations, etc.) for the purpose of implementing and maintaining services to support school-wide goals.

Participates in meetings, workshops, trainings, and seminars (e.g. within the district, with community agencies, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Supports administration by completing assignments for the purpose of smooth program operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and

punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Passing score on ETS ParaPro assessment OR  
Has completed 48 units of college-level coursework meeting current requirements OR  
Has completed an associate degree

**Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

2/11/2022

**Salary Grade**

Lane 4