

Job Title: ESSER GRANT MANAGER
Reports to: Chief Instructional Officer
Dept. / School: District
Wage / Hour Status: Exempt
Date Revised: August 16, 2021

Primary Purpose

ESSER Grant Manager will provide coordination of day-to-day operations of the projects outlined in the grant application. He/she will coordinate services with campus principals, teachers, counselors, and community organizations to address the unique needs of low-income and at-risk students, students with disabilities, ELLS, and foster care/homeless students. The Grant Manager will ensure the required staff for the implementation of the before, during and after school enrichment and academic activities is in place, will develop plans of action to increase student engagement activities and activities to increase student achievement, as well as coordinating the summer programs for the extended learning calendar to address learning loss. The Grant Manager will also assist with required data collection and the required timely submissions of reports to the federal and state agencies, while ensuring all expenditures adhere to written guidelines. The Grant Manager will also ensure that the project adheres to goals and objectives prescribed in the grant application.

QUALIFICATIONS

Education / Certification

Bachelor's degree, Master's preferred

Experience as a campus leader working with teachers, counselors, volunteers, and community organizations

Three to five years of successful teaching or administrative experience

Experience with budgets, and/or federal fund regulations

Ability to promote effective coordination and communication to implement support services

Ability to plan, develop, implement, coordinate, and provide technical assistance to all persons involved with implementation of the activities supported under this grant

Ability to assume leadership and keep a variety of activities on track

Ability to communicate effectively and work cooperatively with a diverse target audience

Ability to organize the various activities and support services that will take place at various campus simultaneously during the school year, in addition to the summer program

Special Knowledge / Skills

Possess strong organization and administrative skills. Be skilled in Internet use.

Be proficient in Microsoft Office and Access or other data-based software. Be able to demonstrate excellent verbal and written skills.

Strong Bilingual communication skills – preferred.

Be proficient in technology based learning solutions.

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Ensures all activities are coordinated for students, to include before, during and after school events.
2. Administers the ESSER Instructional budget and implements program objectives.
3. Implements grant policies to maximize student and parent participation.
4. Conducts the program orientation for families who have children participating in planned activities.
5. Communicates program expectations and program objectives to staff, students, and community stakeholders.
6. Maintains inter-agency collaboration and networking, to include all community stakeholders.

7. Grant Manager monitors participation progress, collects, and maintains student attendance for all after school supplemental programs.
8. Coordinates and manages program's operations at all campus sites or extra-curricular activity centers.
9. Ensures all supplies and fees are ordered and paid for student participation in activities.
10. Oversees and tracks monthly expenditures for the grant.
11. Coordinate/supervise activities, schedules, and transportation for all project sites.
12. Coordinates all requests and needs of campus principals, teachers, counselors, and support staff in relations to the grant objectives.
13. Assures that all activities, that meet the needs and interests of students and community members, are continued through the life of the grant.
14. Develops a master schedule of center activities to be shared with all stakeholders.
15. Prepares and coordinates the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar.

Policy, Reports and Law

16. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

Professional Growth and Development

17. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

Other

18. Perform other duties assigned or needed
19. Maintain confidentiality of information at all times
20. Keep abreast of changes and updates for the ESSER III Funds

EQUIPMENT USED

Computer, printer, calculator, and copier

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____