

**Job Title:** SPECIALIST, SPECIAL REVENUE GRANT FUNDING  
**Reports to:** Chief Financial Officer  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Exempt  
**Date:** July 25, 2022

### **Primary Purpose**

Supports the District in the deployment and utilization of Special Revenue Grant funds to include developing, maintaining, and monitoring budgets. Assist in the compliance and implementation of the District's Special Revenue Grant funding, applications, amendments and compliance reporting.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's Degree in Business Administration, Public Administration, Education or related field

### **Special Knowledge/Skills**

Familiar with guidelines and regulations governing Every Student Succeeds Act (ESSA) and Elementary and Secondary School Emergency Relief (ESSER).

Knowledge of guidelines and regulations governing State Compensatory Programs (SCE)

Ability to interpret Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) as required

Understanding of state and district accounting procedures

Ability to use data processing applications

Ability to interpret and analyze policies procedures and data

Effective organizational and interpersonal skills

### **Experience**

Three (3) years related experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Major Responsibilities and Duties**

1. Provide guidance and support to District in the fiscal operation of Special Revenue Grant funds.
2. Maintain communication with District responsible for Special Revenue Grant funded programs.
3. Review and monitor aspects of ESSER financial activity related to Special Revenue Grant funds to ensure compliance with federal/state guidelines and grant requirements.
4. Assist with the determination and documentation of staff allocations based on Special Revenue Grant Funding program objectives.
5. Assist in preparing federal/ state documentation within the timelines established by the TEA.
6. Assist in the maintenance of funding to ensure comparability.
7. Assist District personnel in the review and maintenance of data quality assurance.
8. Assist in the maintenance of comprehensive files on Special Revenue Grant funded programs and services for audit purposes.

**Policies, Reports and Law**

- 9. Adhere to District policy and state guidelines in all areas of responsibility
- 10. Assist in developing and administering procedures and policies related External Funding

**Budget and Inventory**

- 11. Assist in the review and maintenance of district ESSER funding budgets.

**Communication and Community Relations**

- 12. Develop a systematic process that responds to District inquiries.
- 13. Communicate funding guidelines to District personnel and the general public.

**Professional Growth and Development**

- 14. Serve on job-related and other committees assigned and approved by supervisors.
- 15. Stay abreast with and ensure staff is informed of the latest research trends and developments in assigned areas of responsibility.
- 16. Participate in professional development activities approved by supervisors.

**EQUIPMENT USED**

Personal computer, typewriter, printer, copier, fax machine, calculator and answering machine.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Ability to manage timelines by adjusting workload and work schedule; ability to accept additional responsibilities assigned by the Chief Financial Officer.

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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:** \_\_\_\_\_