

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage daily office operations, ~~oversee school-based grant requirements~~, and assist with federal compliance for Grants Management. The position is responsible for coordinating grants management staff and ensuring office effectiveness and efficiency. The position performs routine to complex clerical and technical accounting grants management functions including overseeing financial administration such as accounting procedures to track expenditures, maintain adequate internal control systems, assist with financial audits, perform budget analysis, and adhere to grant funding procedures to efficiently record, summarize and report the result of financial activities. In addition to fiscal matters, the position requires program support such as the ability to prioritize multiple projects, collect data to provide continuous assessment of grant objectives, prepare program reports, provide technical assistance to schools, follow programmatic federal policies and procedures, ensure compliance with federal and state regulations, provide clerical assistance to supervisor and grants management staff, and perform related tasks as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Coordinates human resources functions with the District Human Resources Personnel.

Coordinates and ~~or assists in managing~~ **manages** the daily financial and program activities of Grants Management.

Assists in developing and implementing federal policies and procedures.

~~Assists Grants Manager to assure~~ **Manages** –compliance **documentation collection and tracking** with the Uniform Grant Guidance.

Prepares and maintains employee leave, attendance and payroll records.

Be familiar with the FLDOE red and green books.

Submits and approves Personnel Information Forms (PIF's).

Assists Grants Manager in preparing and administering grants.

Prepares the economic survey of students in poverty, **analyzes results and compiles comprehensive results for each school and overall District.**–

Prepares documents for the Private School Summit and contacts eligible private schools. **Manages budget expenditures, processes all purchase orders & payments, and verifies tutoring eligibility, hours, and payments.**

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

Processes all grants management personnel travel **requests**, submits to leadership for approval and assures it is presented to the Board in a timely manner. **Coordinates all travel arrangements upon approval.**

Updates and advises Grants Manager on expenditure of funds for assigned grant projects.

Processes purchase requisitions ~~and~~, purchase orders, **invoices** and updates vendor files. **Determines school and district grant-funded supply needs and coordinates the purchase and distribution of all items.**

Enters, verifies for accuracy, updates and retrieves computer data; prepares **and maintains tracking spreadsheets for various grant components.-**

Posts journal entries and budget amendments.

Assists in maintaining financial records for assigned grant projects.

Conducts routine self audits by examining, verifying, and reviewing financial records and makes corrections as necessary. **Reports Monitoring Compliance updates monthly to the Grants Manager.**

Ensures program compliance with all applicable district policies and procedures, state and federal laws and regulations, and standards of quality and safety; interprets policies, procedures, laws and regulations for staff as necessary.

Establishes **es** procedures for the collection of appropriate data and sets **s** up records to assure compliance of all regulations to include but not be limited to periodic reports.

Establishes and ensures the maintenance of accurate and complete student records and transmits data to appropriate school personnel.

Monitors program effectiveness and efficiency, and makes recommendations for improvements as necessary to enhance services, achieve goals and ensure compliance.

Serves as a resource and provides technical assistance to schools.

Reads, interprets, and applies complex policies and laws governing federal programs.

Assists staff with the day to day operations of the program. **Develops, updates and tracks task completion at all sites on an ongoing basis.**

Interacts **s** regularly with schools and assists with grants implementation.

Develops **s** positive relationships and maintains **s** high levels of communication with schools ~~and~~, the Grants Manager, **and Community Partners.-**

Assists **s** the Grant Manager with collection of all required documentation on a timely basis, including attendance, educational data, permission forms, federal data, time sheets, invoices, and surveys.

~~Update PAR and semiannual forms and distributes to other federal staff for distribution to-~~

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

~~employees.~~Manages PAR and semiannual form creation, distribution, collection, and verification for all federally-funded employees.

Maintains and tracks monthly budget in coordination with the Grants Manager, Finance, School Contact and Principal.

Assist the Grants Manager in monitoring program requirements.

~~Be fully familiar with the~~Understands grant including goals, ~~and~~ objectives, and ~~all~~ program requirements to establish effective and comprehensive procedures to ensure meeting compliance of those requirements.—

Coordinates the evaluation process including any surveys of students, staff and parents.

Compiles data for and prepares records and reports as required by the school, district and/or other agencies.

Performs general administrative work as required, including but not limited to entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, ordering supplies.

Attends meetings, training, workshops and conferences as appropriate to enhance job knowledge and skills.

Maintains records of equipment sent to schools paid for by federal funds under the supervision of Grants Management.

Participates in all meetings, workshops, and activities organized by the Grants Manager.

Prepares, plans, and provides professional development and/or training monthly for school contacts.

Plans, organizes, and hosts school and community academic and engagements events required by various federal programs.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers,

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3

63083

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Maintain records of grant equipment that need to be inventoried.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; compute ratios, rates, and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads grant, manuals, guidance; prepares specialized reports and forms using proper format and grammar; speaks to coworkers, community partners and parents.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact -affects those in work unit and may affect other units or citizens.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

attainment of standard or in selecting appropriate item.

Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

Requires a minimum of ~~a high school diploma or GED~~ an Associate's Degree. Bachelor's Degree preferred.

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida Driver's License

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ~~Program Assistant II To Grant Manager~~ Federal Programs Assistant

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**MONROE COUNTY SCHOOLS
POSITION DESCRIPTION**

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Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Grants Management

Supervises:

N/A

PAY GRADE: From: ~~118.01126.A1~~ To: ~~118.25126.T2~~

Exempt

Number of Months: ~~12~~ Number of Days: ~~254~~ Hours: ~~8~~

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved ~~3/18/2016~~