

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED OCTOBER 2015
SALARY SCHEDULE: #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODES: 6, 8**

DIRECTOR I – GRANT DEVELOPMENT

DEFINITION

Under the direction of the Chief Academic Officer (CAO), the Director I – Grant Development will research, develop, coordinate, and write grant applications that meet the Kern County Superintendent of Schools Office strategic plan.

EXAMPLES OF DUTIES

Work closely with business community; cultivate partnerships that foster innovative educational opportunities;

assist county and district staff to disaggregate and understand LCAP outcome data;

coordinate with the CAO to assist with the determination of formative data that can be used to predict LCAP outcome data;

create a fund development plan that supports all KCSOS divisions by coordinating a variety of educational areas and programs;

work in conjunction with division staff to research, develop and write grant applications;

provide a clearinghouse of funding information via a web page and resource center with all necessary online tools;

create an archive of successful grant applications and resources for the Kern County Superintendent of Schools;

train and build capacity in grant writing within KCSOS and as appropriate for school districts and partners;

identify and cultivate community and business partnerships which support approved objectives;

develop and supply memoranda of understanding (MOU) and or letters of agreement (LOA) for grant partnerships and grant applications as needed;

work with KCSOS programs to develop grant evaluation frameworks and identify evaluation experts and appropriate tools to measure grant outcomes;

coordinate with KCSOS Administration and Finance Department to develop grant applications that are fiscally sound and seek final grant budget approval;

research, develop, coordinate and implement a data collection and monitoring system for internal programs and district LCAP outcome data;

coordinate with KCSOS Administration and Finance Department to develop grant applications that are fiscally sound and seek final grant budget approval;

perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Budgeting and administrative principles;

evaluation and design principles;

personnel management policies and procedures, including legal guidelines and restrictions;

required knowledge of curriculum and instructional design.

Ability to:

Write effectively, rapidly and under the pressure of tight deadlines;

ability, agility and flexibility to work on numerous major projects simultaneously;

work harmoniously with a wide variety of people.

Experience:

A minimum of five (5) years experience in grant development with a successful track record in federal and state education funding.

Experience in fund raising and development of school/business partnerships.

Education:

Bachelor's degree required. Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

10/19/15

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