

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Administrative Funds Coordinator

Department: Instruction

Calendar: 12 months

Grade: 502

Date: February 2021

Reports To: Director of Accountability

Purpose of Job

The purpose of this job is to serve as a facilitator of grant management, while working as an assistant for research and data analysis. Will troubleshoot and support grant preparation, records, and reports.

This position is paid through ESSER Grant Funding.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates and supports fund management from ESSER 1.0, ESSER 2.0, and other grant funded COVID-19 funding.

Work as a liaison between granting agencies and the school district in the preparation, documentation, and budgeting of grant proposals.

Coordinates and monitors post-award grants to ensure budgeting and administrative policy requirements are followed.

Work with the Accountability Team to create, enter, and maintain state required district plans while supporting schools in the development and completion of their individual state required school plans.

Work with building administrators and other district leaders towards a data driven organization in which stakeholders use data more effectively in decision-making at all levels.

Work with a data infrastructure for performance information and achievement results, and identify and implement opportunities to use technology to make data more accessible to internal and external users.

Maximize dissemination of findings, ensuring that findings are disseminated using a variety of communications formats targeted to their audiences; prepare and present reports internally and externally.

Conducts training sessions for Principals, Building Coordinators, and other key grant funded groups.

Provides necessary data to department heads as needed.

Utilizes Microsoft Word, Excel, Power Point, internet resources, learning information systems, and e-mail to support instruction, assessment, and research needs.

Inputs and evaluates data using available data resources.

Assembles materials, composes, and types routine correspondence, reports, and other materials.

Provides a variety of routine information to the public on request.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Masters Degree with one to three years of related experience required; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Holds or is able to obtain a Tennessee Teacher's Certificate.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Funds Coordinator. Has general knowledge of Administrative Funds Coordinator practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical

ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephone, computers, copiers etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Funds Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Funds Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Administrative Funds Coordinator.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date