*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Grant Writer

**Reports to:** Assistant Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Responsible for performance of all accounting and reporting duties related to grants

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Develop required financial reports for federal and state grants
* Perform and report budgetary analyses for all federal and state grants
* Maintain documents and files related to all grants
* Amend grants budgets as needed
* Report budgets status to appropriate parties
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority

**Other Duties and Responsibilities:**

* Serve as a role model to students and staff
* Assist with month-end and year-end closing procedures
* Assist in budgetary adjustments
* Maintain all receipt files and analyze receipts as needed
* Prepare reports as needed
* Provide documents and data required by auditors
* Respond to routine questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff

**Qualifications/Certificates:**

* Bachelor’s Degree in Communication, Marketing, or other related field
* Grant writing experience preferred
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to work effectively with others
* Good communication skills
* Effective, active listening skills
* Ability to multi-task
* Ability to meet deadlines
* Organizational and problem solving skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date