



EMPLOYEE NAME: _____

Revised: 9/02; 10/06; 10/12; 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Grant Technician, Professional Learning	JOB CODE: 474B
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Instruction & Innovative Practice	WORK DAYS: 238
REPORTS TO: Supervisor, Professional Learning & Title IIA	PAY GRADE: Rank VII (CT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To maintain financial records and budgets of various Grants handled through the Staff Development office; interact with all schools and county departments.	

REQUIREMENTS:

1.	Educational Level: High School graduate
2.	Certification/License Required: None
3.	Experience: 3 years of specialized experience in accounting, bookkeeping, or budgeting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; bookkeeping procedures and skills, figure aptitude, math skills, technology applications (spread sheets, data bases), typing and word processing; ability to work independently

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES

1.	Demonstrates prompt and regular attendance.
2.	Opens and routes all financial mail, handles correspondence with vendors and other suppliers.
3.	Coordinates the preparation and implementation of annual budgets for the State Staff Development grant, Title IIA, local Staff Development accounts and distributes information to schools and departments.
4.	Accumulates, summarizes and inputs various grant budgets for the Consolidated Grant summary application.
5.	Monitors budget balances, prepares budget adjustments, and answers budget questions for all accounts.
6.	Routes all check requests, purchase orders, contracts and other budget transactions with attached supporting documentation to appropriate personnel for approval.
7.	Prepares necessary contracts and maintains financial tracking for all Staff Development funds.
8.	Reviews and analyzes monthly Financial Services reports and assists in the development of financial forms and procedures.
9.	Coordinates budget needs and procedures for expenditures with private schools that qualify for Title II funds.
10.	Processes travel reimbursements and verifies vendor invoices, resolves any noted discrepancies, and then processes for payment.
11.	Receipts checks for payment of system-wide courses.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____