



EMPLOYEE NAME: _____

Revised: 11/00; 10/02; 6/06; 3/12;
10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Grant Technician, Title I	JOB CODE: 474B
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Community Engagement & Title I	WORK DAYS: 238
REPORTS TO: Director, Title I	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Prepares, coordinates, and monitors the annual budget and coordinates budget requirements; administers the process and procedures for spending appropriations; coordinates and processes reimbursements of financial outlays; manages the process and procedure for the use of procurement cards and maintains a tracking system; processes and coordinates payroll transactions and supplemental pay; creates and maintains payroll files and records; coordinates correspondence and updates with appropriate staff; maintains a database and prepares state and local surveys; coordinates travel and registration to conferences and workshops; processes travel reimbursements and staff development stipends.</p>	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None required
3. Experience: 3 years of experience in bookkeeping/financial position
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills, bookkeeping procedures; figure aptitude; math skills, technology applications (spreadsheets, databases); typing and word processing

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. Prepares, coordinates, and monitors the annual budgets for Title I, Homeless, and any other grants that might be added to responsibilities.
3. Coordinates budget requirements and administers the expenditure process, to include reviewing and verifying all check requests, purchase orders and invoices, contract stipulations, discrepancies, and other budget transactions and routes to the supervisor of Title I or appropriate personnel for approval.
4. Prepares and distributes materials for budget meetings with Title I schools.
5. Works with Principals, Title I committees and school bookkeepers in preparation of their budgets and assists in answering budget questions.
6. Prepares and submits county budget adjustments for each grant application.
7. Accumulates, summarizes, and inputs various grant budgets for the Consolidated Grant summary application. Types and files Title I budgetary communications.
8. Maintains files for school Title funds and grants handled in the Title I office.
9. Works with school bookkeepers on budget tracking procedures for Title I fund spending, provides training and assistance as necessary on usage and completion of proper financial forms. Manages procurements cards and assists in the initiation and interpretation of contracts for Title I schools and the CCSD Title I office, to include instructional materials and supplies; develops and manages a tracking system.
10. Routes all check requests, contracts, and other budget transactions with attached supporting documentation to the Title I Supervisor and/or other appropriate school or central office personnel for approval.
11. Prepares necessary contracts and maintains financial tracking for Staff Development, Homeless Liaison, Parent Involvement, and all other Title I state and federal mandates.

12. Assists Title I Supervisor and Title I Secretary in tracking personnel funded through Title I and other grants; coordinates with Payroll on additions/deletions and monitors payroll fund codes for accuracy.
13. Coordinates budget needs and procedures for expenditures with private schools that qualify for Title I funds; maintains close contact for reimbursements with complete documentation.
14. Ensures accurate travel reimbursements to employees in Title I office in compliance with Cobb School District Travel Regulations.
15. Assists with telephone communications.
16. Performs additional responsibilities as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____