



COORDINATOR, K-12 PROGRAMS AND GRANTS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of K-12 and Gifted Programs, the position is responsible for the coordination and implementation of innovative K-12 practices and securing new funding opportunities through the development of proposals and grant applications that support Virginia Beach City Public Schools’ mission and strategic plan. This includes, but is not limited to, alignment of division initiatives and the development and further expansion of transformational practices. In addition, the position is responsible for researching, identifying, developing, recommending, implementing (as directed), monitoring, and responding to public and private grant opportunities in the areas of education, technology, and related fields.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the point person for division-wide initiatives, as assigned.
- Ensure alignment of performance-based assessment development and implementation practices across levels.
- Oversee implementation of K-12 digital resources.
- Expand opportunities for teachers to obtain professional learning specializations.
- Maintain and expand the division’s coaching framework, teaching and learning framework, and transformational learning guide, as well as other innovative division initiatives that are directly related to teaching and learning across K-12.
- Provide division-wide professional learning related to transformational practices and division-wide innovative initiatives.
- Provide ongoing instructional support for continuing contract and probationary teachers.
- Conduct research to identify new public and private funding opportunities and program areas to match the school division’s priorities; analyze sources to determine possible funding for specific projects and programs.
- Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
- Recommend and write proposals and funding applications as directed.
- Write reports as required by government, foundations, and other funding/granting agencies.
- Assist with grant management procedures.
- Prepare quarterly and annual reports summarizing the progress and evaluation of the grant project.
- Maintain progress on grant timelines, goals, strategies, and data collection.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of school division objectives, procedures, methods, organization, principles, practices and trends related to education. Must have excellent oral and written communication skills. Must have the ability to conceptualize, initiate, monitor and evaluate new and/or current programs; analyze information and evaluate results to choose the best solution and solve problems; guide and train teachers in effective instructional techniques and strategies and work under time constraints. Must have the interpersonal skills necessary to establish and maintain effective working relationships with the School Board, administrators, associates, community representatives and the public.

EDUCATION AND EXPERIENCE

Master’s Degree and a Virginia license in Administration and Supervision PreK-12. Must have a minimum of five years of successful teaching experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this positon.

FLSA Status: Exempt	Description: 8/18
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