

Coordinator, Military Connected and Academic Support Program Grant (MCASP)

GENERAL RESPONSIBILITIES

Position is responsible for coordinating, managing and implementing the Military Connected and Academic Support Program (MCASP) with fidelity to the approved grant application.

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.)

- Lead in the implementation of the program including both socio-emotional and STEM grant activities.
- Coordinate and monitor the effectiveness of grant funded professional development.
- Maintain progress on grant timelines, goals, strategies, and data collection.
- Establish and maintain standard practices and procedures for receiving, managing, accounting and processing requests related to the program.
- Ensure grant documentation is collected, organized, and stored in partnership with the Grant Evaluator.
- Manage the grant budget in alignment with school division policies and procedures and the Department of Defense Education Activity (DoDEA) guidelines.
- Approve grant funded allocations in alignment with division policies and procedures and DoDEA guidelines.
- Coordinate contracts with service providers and monitor progress on these contracts in alignment with grant goals.
- Act as a liaison between division evaluation and research staff and the outside evaluator selected for the grant; trouble shoot and improve evaluation processes, procedures and data analysis.
- Provide leadership and guidance on matters related to the grant.
- Coordinate responses for data or requests for information from other offices or school personnel.
- Work collaboratively with other departments and grant funded schools to accomplish grant goals.
- Supervise the activities of assigned personnel; lead office staff meetings on matters related to the grant.
- Attend and/or present at meetings such as School Board meetings, school or division committee meetings, as assigned or requested.
- Communicate with all stakeholders to develop the grant program sustainability plan.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and procedures of grants management; ability to communicate ideas clearly and concisely, orally and in writing; strong report writing skills; ability to establish and maintain effective relationships with staff and administration; project management skills and proficiency in Microsoft Excel and Word are necessary. Demonstrated knowledge of budget management and grant compliance procedures.. Understanding of issues related to military connected students and their families and STEM are highly recommended. Ability to travel and work flexible hours as needed.



EDUCATION AND EXPERIENCE

Master’s Degree in the field of Education preferred. Five (5) years’ experience as a program leader and experience with federally funded grant implementation and management required. Military service through prior active duty, military spouse of an active or prior military service member, or other close military affiliation preferred.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License

FLSA status: Exempt	Developed: 7/13
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