



David Douglas School District #40

Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA – David Douglas High School Grant Coordinator

Reports To: David Douglas High School Administration Team

Job Purpose Statement/s: The position of David Douglas High School Grant Coordinator is to develop and implement the program activities of all grant funded programs including, but not limited to, Measure 98 and 21st Century Community Learning Center (CCLC).

Essential Job Functions:

- **Develop, implement and evaluate** the program activities of all grant funded programs including, but not limited to, Measure 98 and 21st CCLC
- **Serve** as the primary liaison between the grant administration team, grant partners, and school staffs
- **Work** closely with DDHS Administrative team in the management of all grant budgets
- **Develop**, plan implement and staff all program activities
 - **Interview** and **hire** all required personnel in coordination with principals and partners
 - **Schedule** classes, instructors, facilities, etc. for each activity
 - **Arrange** transportation for students
 - **Provide** site-supervision in coordination with grant partners and building principals as needed (to include some evenings, Saturdays and summer)
- **Establish** and **maintain** a network of communication with the stakeholders
- **Attend** scheduled Division Chair and staff meetings and coordinate programs with building administrator, teaching, and support staff
- **Compile and maintain** written records and reports on results of grants. Disseminate the information as appropriate and in a timely manner to meet all deadlines
- **Assume** responsibility for the compliance of all grants and the filing of all reports to assure continued funding of the program
- **Evaluate** grant projects undertaken in the district on a regular basis
- **Prepare** and **administer** a yearly budget for all grants
- **Develop** resources to assure sustainability of all grants

Other Job Functions:

- Perform other duties as assigned.
- Moderate to extensive degree of physical stamina and the ability to lift and manipulate computers and equipment. Job requires frequent lifting up to 50 pounds and occasionally lifting up to 75 pounds, reaching, twisting, standing for prolonged periods, hand-eye coordination, able and willing to climb ladders, and the ability to identify color-coded components.

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** Prior job related experience. Experience in writing or managing federal and/or state grants. Minimum five (5) years teaching experience.
- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills of excellent written and oral communication with others.

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Knowledge of strategies for meeting the academic, mental health, and social needs of all students.

Ability to work hard in a team-oriented environment and to work harmoniously with others. Ability to work with diverse populations. Expertise applying problem solving strategies and consultation skills that promote positive outcomes for individuals and groups.

Education Required: Bachelor's Degree. Preference will be given to candidates with a Master's Degree

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Other: First aid card and cardiopulmonary resuscitation certificate, or willingness to obtain.

Terms of Employment: Salary and work year according to the current contract and school calendar. Some additional days may be scheduled during summer break.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.