



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>MANAGER - GRANTS &amp; PROGRAMS</u></b>			
<b>DEPARTMENT/SITE:</b>	Educational Services	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	09
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assistant Superintendent of Education Services or assigned designee	<b>FLSA:</b>	Exempt

#### **BASIC FUNCTION:**

Research and secure outside funding for the District; develop a district-wide program(s), engagement strategy, and implement program(s); develop and lead a district-wide communications strategy and coordinate District media outreach and social media platforms; write, prepare, and submit grants and proposals in support of district-wide priorities; provide technical assistance and training to staff on grant sources and grant-writing techniques; review or edit grant applications prepared by other staff. The incumbent in this classification assists in supporting students by providing leadership to the department to ensure the District is engaged in grant applications, proposals, and allocation of funds deemed by grant guidelines and in support of District-wide priorities which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Research and secure outside funding for the District; develop a District-wide program(s) engagement strategy and implement programs.

Write, prepare, and submit grants and proposals in support of District-wide priorities; develop timelines for processing and submitting grant applications; negotiate final terms of awards with funding agencies where appropriate.

Research and disseminate information about grant availability, funding sources, and application requirements to District staff; provide technical assistance and training to staff on grant sources and grant writing techniques; review or edit grant applications prepared by other staff.

Collaborate with Cabinet members and District office staff to conceptualize and strengthen all functions of the school system that rely on external grant applications and contact with families and members of the community.

Build partnerships with community partners, including local community-based organizations, businesses, local government agencies, and other community groups with strong links to families in Cajon Valley Unified School District.

Develop, organize, and conduct presentations, workshops, and trainings for principals, teachers, and other District staff to strengthen their capacity for family engagement; provide differentiated technical

assistance to schools and District staff on program engagement.

Organize fundraising and other recognition events.

Assist with the development of District-wide policies.

Provide support and assistance to the Local Control Accountability Plan (LCAP) community-input processes.

Develop and lead a District-wide communications strategy and coordinate District media outreach and social media platforms; communicate with staff, the community, and the media regarding District activities and events.

Develop and implement District-wide objectives and data-collection instruments; monitor student achievement data and outcomes alongside current trends in research, practice, and innovation to inform District-wide decision-making.

Keep abreast of ongoing research, the latest trends, and legislation relative to assigned activities, including grant funding and application processes.

Make presentations to the Governing Board, management, staff, various committees, and community members, as required; present District work at national conferences and represent the District in associations; research and respond to inquiries from a broad audience.

Develop budget recommendations to ensure the effective implementation of programs within the scope of responsibility.

Direct and/or train, supervise, and evaluate staff members, as assigned.

Coordinate and monitor grants and community engagement operations to ensure compliance with established standards, guidelines, and regulations; implement standards; evaluate procedures and standards; modify standards, guidelines, policies, and procedures as appropriate.

Drive a vehicle to conduct work.

Operate a variety of standard office equipment, including computer and assigned software.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures.  
Education Department General Administrative Regulations (EDGAR).  
Principles and techniques of grant writing and public relations.  
Grant/proposal planning, project development, and implementation.  
Policies, goals, and objectives of assigned programs and activities.  
Research methods and report writing techniques.  
Standard research methodology.

Methods of collecting and analyzing data and organizing information.  
Principles and practices of training, evaluating, and providing work direction to others.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Operate standard office equipment, including computer and assigned software.  
Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Conduct research and write, edit, and submit grants, proposals, and applications that meet District priorities and match funding requirements.  
Plan, develop, and organize proposals, processes, projects, and events.  
Represent the District publicly with integrity, self-confidence, and poise.  
Communicate clearly and persuasively, both orally and in writing, to a variety of audiences.  
Demonstrate initiative, resourcefulness, and energy in accomplishing objectives.  
Prepare comprehensive narrative and statistical reports.  
Manage the maintenance of a variety of reports, records, and files related to assigned activities.  
Prepare and deliver presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Exercise professional and appropriate judgment.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work and effectively manage simultaneous projects.  
Meet schedules and timelines.  
Work effectively, both independently and as a member of a team.  
Operate a computer and assigned office equipment.  
Read and process a variety of publications, write documents following prescribed formats.  
Consider a variety of factors when using equipment.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in business or public administration, communications, journalism, social science, or related field and five (5) years of experience involving grant research, development, demonstrated successful submissions, and experience providing services to students and adults of diverse backgrounds in education or community-based settings. A master's degree and experience in education or community-based settings is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Driver's License and ability to qualify and maintain qualification for vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The job is performed in a generally clean and healthy office and/or school environment.  
Driving a vehicle to conduct work.  
Subject to District, community, regional, and state business travel to attend meetings and conduct work during day and evening hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and/or by telephone and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read and perform primary functions of classification and view computer screens.

Sitting, standing, or walking for extended periods of time.

Kneeling, bending at the waist, reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.

The majority of work is light to medium and may require lifting and/or moving up to 50 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

---

**JOB CLASS HISTORY**

G.B. 01/20/15, P.C. 01/21/15

Revised: 07/15

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025