

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: MANAGER, GRANTS AND COMMUNITY ENGAGEMENT

BASIC FUNCTION:

Under the direction of the Superintendent, and in collaboration with members of Cabinet, research and secure outside funding for the District; develop a district-wide family and community engagement strategy and implement programs; 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..

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Research and secure outside funding for the District; develop a district-wide family and community 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 El Cajon.

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 family and community engagement.

Develop programs directed toward an ethnically diverse group of parents and families, including immigrants and refugees, in an effort to improve student academic achievement.

Organize fundraising and other recognition events.

Assist with the development of District-wide family engagement policies.

Provide support and assistance to the District English Learner Advisory Committee (DELAC) and 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 family engagement objectives and data-collection instruments; monitor student achievement data and family engagement outcomes alongside current trends in family engagement 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, and family and community engagement.

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

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

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

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

OTHER DUTIES:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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 years' experience involving grant research, development and demonstrated successful submissions, and experience providing services to students and adults of diverse backgrounds in education or community-based settings. Master's degree and experience in education or community-based settings is desirable. Fluency in a second language, such as Spanish or Arabic is preferred.

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, and 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.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.
Operate standard office equipment, including computer and assigned software.

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 polish.
Communicate clearly and persuasively both orally and in writing to a variety of readers.
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 time lines.
Work independently with little direction.
Operate a computer and assigned office equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of private or alternative means of transportation is required.

WORKING CONDITIONS:

ENVIRONMENT:

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 and make presentations.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read a variety of materials and computer screen for extended periods of time.
Sitting, standing or walking for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.