

Job Description

Job Title: Grant Writer
Position Code: 6E32
Job Classification: Exempt

Supervisor: Program Administrator, Federal Programs
Pay Grade: 36
Contract Length: 245

Job Summary

Position is responsible for the writing and assistance in planning, developing, amending, implementing, and monitoring the work related to the Division's current ESSER I, II, and III and future ESSER Grant Program under the general direction of the Superintendent and Federal Programs Administrator. Position is also responsible for the planning, coordinating, writing, and submission of competitive Federal, State, Local, and private grants for the school division under the direction of Senior Staff.

Essential Duties

1. Manage and perform functions of financial administration and reporting to include, but not limited to: timely preparation and submission of grant reports, development and adjustment of ESSER grants, budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
2. Serve as a liaison with the Federal CARES/ESSER departments on issues regarding grants.
3. Monitor interventions and programs funded by grants to ensure compliance with grant guidelines.
4. Assist in evaluating the fiscal administration of grant programs.
5. Oversee and coordinate proposals in the preparation of timely submission of grant applications and amendments.
6. Ensure grantee compliance with the terms and conditions of the grant award.
7. Maintain communications with all internal and external ESSER and other grant stakeholders.
8. Suggest recommendations for improvement of administrative and management procedures and processes relative to grant programs.
9. Attend conferences, meetings, and training sessions.
10. Serve as a resource and assists with compliance in regards to expenditures, transfers and amendments.
11. Assists in developing and conducting professional development for division administration on ESSER and other grant program updates and expectations.
12. Conduct professional development for teachers and school staff on grant writing.
13. Assist with coordinating meetings with division's central office administration.
14. Models nondiscriminatory practices in all activities.
15. Perform computer literacy work.
16. Perform other related work as required and assigned.

(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.)

Other Duties

1. Performs any other related duties as assigned by appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's Degree with prior experience in grant awards and allocation processes, grant administration rules and federal regulations. Must possess a comprehensive knowledge of the principles, practices, policies and procedures as well as current issues of federal funded grant provisions and requirements. Ability to interpret

complex grant funding requirements, submissions, and budget projections. Ensure compliance with ESSER rules and regulation and budget development, as well as other federal, state, local and private funding sources. Must possess the ability to communicate effectively across a broad spectrum of staff both orally and in writing requirements. Must possess the ability to interpret federal, state and local government laws and regulations regarding grant administration. Knowledge of technology skills applying software tools in managing grants and developing online reports. Must possess knowledge and effective skills in best instructional practices. Must possess the ability to establish and maintain effective working relationships between federal, state, and local administrations.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Programs Administrator, Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Writer will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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| Supervisor | Date |
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I acknowledge that I have received and read this job description.

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| Employee Name (Print) | Signature | Date |
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Revised 08/2025