



Job Title: Implementation Specialist

Reports to: Superintendent

School: Western Wayne Schools Central Office

Employment Status: 210 Day Administrative Contract

Implementation Specialist

Roles and Responsibilities:

Corporation Grant Management:

- Assist the superintendent in implementing and sustaining grants throughout the entire district..
- Develop and maintain accounting and reporting procedures as required by the Indiana State Board of Accounts.
- Prepare monthly, calendar year and grant fiscal year-end reports.
- Write all current grants and explore opportunities for additional grants the corporation is eligible to receive.
- Maintain accurate records regarding grants. This includes managing and filing for reimbursements for each grant.
- Remain current with Indiana Code that pertains to the legalities that govern school finance.
- Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to investigators in the interpretation of funding agency regulations and requirements.
- Serves as a liaison between granting agencies and district
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

- ❑ Provides advice and guidance to teachers on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities on behalf of investigators, as appropriate.
- ❑ Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
- ❑ Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
- ❑ Performs miscellaneous job-related duties as assigned.

Sills and Abilities Requirement

- Ability to develop and produce grants and other proposals.
- Ability to communicate effectively, both orally and in writing.
- Skill in the use of personal computers and related software applications.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Ability to make administrative/procedural decisions and judgments.
- Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge of budgeting and fiscal management principles and procedures.
- Knowledge of potential sources of health care contract and grant funding.

Qualifications:

Bachelor's Degree (mandatory)

Masters Degree / Administrative License (preferred)

Evaluation:

Performance of this job will be evaluated annually in accordance with Indiana State Law by the Superintendent of Schools.

Contact Andy Stover, Superintendent

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