



Arlington Public Schools

Education That Empowers

The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

ARLINGTON PUBLIC SCHOOLS

Arlington, MA 02476

JOB DESCRIPTION

POSITION: Grants Administrator

JOB GOALS: The Administrator of Grants and Title I performs a variety of duties in support of the Finance Department with respect to grants management and accounting functions. This person will be a resource to district administration in regard to grants administration throughout the grant lifecycle and will serve as a liaison between the school system and granting foundations and institutions.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance or Business Administration or equivalent required; MBA or Master's degree in Economics or Accounting preferred;
2. At least three (3) years of school or municipal experience; or any equivalent combination of education and experience. Experience with grants preferred.
3. Experience in municipal or public schools' accounting, purchasing, and budgeting procedures.
4. Experience with grants administration and grant lifecycle; pre-award, post-award and close out.

PERFORMANCE RESPONSIBILITIES:

The essential functions and duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

1. **Manages grant pre-award processes, including grant writing and other related tasks:**
 - a. Monitors DESE, federal, state, and other agencies websites to identify grant opportunities.
 - b. Gathers information from multiple individuals and data sources to use in an application.
 - c. Creates timelines/work plans to identify key milestones and identifies risks associated with .
 - d. Completes final review for all proposals and submission of applications for grant applications.
 - e. Identifies risks and information gaps associated with the award and/or project implementation.
 - f. Identifies and collaborates with key personnel to support project implementation.
 - g. In coordination with project staff, evaluate grant-funded projects to meet funder requirements, either by collecting data and conducting analysis.
 - h. Upon grant award, assigns account codes for establishment in the financial system (Munis).
2. **Manages and supports all grant post-award activities including, grant compliance, financial activities and reporting, including:**
 - a. Compiles and maintains records and reports on all grants, including time & effort reports.
 - b. Reviews and approves grant payroll time sheets and ensures payroll allocations are accurate.
 - c. Submits and receives approval for amendments and carry-over applications as appropriate to ensure grant remains in compliance and expenses are in accordance with the approved budget.
 - d. Serves as liaison between the school department and DESE and/or other granting institutions.



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- e. In collaboration with the project director, completes annual and final reports for all grants.
 - f. Assists project directors with Request for Proposals or Invitation for Bids for grant procurement of goods/services. Reviews and approves all procurement of goods/services requests for grants.
 - g. Monitors open purchase orders relating to grants, revolving and other accounts.
 - h. Coordinate with Assistant Superintendent for Student Services for equitable participation of private schools in IDEA grants.
 - i. Generates monthly grant financial reports to be reviewed by Assistant Superintendent of F&O
 - j. Performs extensive monthly account reconciliations to ensure accurate accounting; Reviews grant expenditure and revenue reports, and creates invoices for the closure of each grant.
 - k. In coordination with Accountant, ensures efficient funds collection and drawdown on all grants.
 - l. Participates in the end of year budget process including fiscal close, annual reconciliations, budget rollover, and other tasks as needed.
 - m. In coordination with the Assistant Superintendent of Finance and Operations, assists with the drafting of the End of Year Report grant financial sections and End of Year Report audit.
 - n. Ensures timely submission of entitlement grants final reports.
- 3. Direct Title I Program planning and oversight through collaboration with Deputy Superintendent and Title I Principal(s), and program coordinators, including;**
- a. Completes annual requirements: application completion and submission, comparability reporting, data collection & reporting (both student and program data), private school outreach, dissemination of school report cards, program evaluation, and other responsibilities as needed.
 - b. Coordinates private school outreach and funding with Title IIA, Title III, and Title IV private school outreach and funding. Coordinate with Assistant Superintendent for Student Services for equitable participation of private schools in IDEA grants.
 - c. Maintains written documentation on policies and procedures, updating as necessary and disseminating to Title I staffing and principals.
- 4. Assists with the preparation of the School Department Budget; review for accuracy, create addendums, coordinate with district personnel to complete the final budget book.**
- 5. As district liaison, attend after-hour meetings and maintain relationships with Arlington Education Foundation and other groups that provide resources to the Arlington Public Schools.**
- 6. Performs other duties as assigned by the Assistant Superintendent of Finance and Operations.**

TERMS OF EMPLOYMENT: Full year position.

REPORTS TO: Assistant Superintendent of Finance and Operations

SALARY & BENEFITS: \$80,000 to \$95,000

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.