Professional Job Posting

Position: 21st Century Grant Director/Grant Writer

Job Description:
• Administer 21st Century Grant in a school based setting
• Align after school and summer school with Regular Program School Curriculum
• Evaluate after school summer school program and staff
• Seek grant funding to enhance educational opportunities and student achievement for Clay County Schools and to better enable Clay County Schools to accomplish th goals of the strategic plan
  • Apply for grants on behalf of the Clay County School System
  • Administer other grants as applicable
  • Maintain records and documentation for grants including grant evaluations
• Coordinate services for Homeless Children
• Serve as Clay County Schools Communities In Schools Coordinator
• Help to coordinate after school and summer school transportation
• Other duties assigned by the Superintendent

Expectations:
• Successful grant writer
• Works effectively as a member of an educational team
• Demonstrates self-control and exhibits an attitude of mutual respect
• Is ethical and demonstrates good work ethics
• Demonstrated capacity to collaborate and to work effectively with multiple stakeholders and managers, including the school, community, Clay County Board of Education, and WVDE
• Can provide effective professional development based on the needs of the staff and students
• Maintains and upgrades skills
• Willing to work flexible hours/days
• Knowledge of the WV CCRS
• Excellent communication skills, both written and oral
• Strong organizational skills and
• Skills in using technology, software applications and internet for personal productivity, presentation and instruction

Terms of Employment: 240-Day Contract beginning July 1, 2019. Continued employment will depend upon the availability of the Grant and Federal Funding

Qualifications:
Certified in Education Administration with a record of successful experience in grant writing and grant evaluation. Has a minimum of five years successful classroom experience.

• Knowledge of the WV CSOs
• Demonstrated use of technology in providing instruction
• Excellent communication skills, both written and oral

• Demonstrated capacity to collaborate with multiple stakeholders and managers
• Strong organizational skills and
• Skills in using technology, software applications and internet for personal productivity, presentation and instruction

In the event no fully certified applicant applies, candidates eligible for a permit will be considered.
21st Century Grant Director

Compensation: Based on qualifications and experience.

Date of Posting: May 23, 2019 - May 30, 2019

Apply in writing to Joe Paxton, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in Central Office by 3:00 p.m. on Thursday, May 30, 2019. If mailing or faxing bid, please call the office to confirm receipt of bid at 587-4266.

For additional information contact Joan Haynie, Assistant Superintendent of School at 587-4266.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, color, national origin, gender, age, disability and retaliation.