



Parkrose Public Schools

OCTOBER 7, 2009

**TEMPORARY JOB VACANCY FOR 2009-2010 SCHOOL YEAR
INTERNAL DISTRICT STAFF ONLY**

Position: District Grant Writer

Pay Rate: \$25 per hour - Approximately 150 total hours

Position begins – Projected late October, pending funding

Position ends – June 30, 2010

Reports to: Parkrose School District Superintendent

JOB TITLE: District Grant Writer

- Job Purpose Statement/s: The job of “District Grant Writer,” is done for the purpose/s of generating funding for the district through timely submission of well-researched, well-written and well-documented grant proposals in the areas identified as Parkrose School District priorities.

Essential Job Functions:

- **Acquires and maintains** sound knowledge and understanding of the Parkrose School District, as a means of identifying grants appropriate to Parkrose School District priorities.
- **Researches and identifies** grant funding prospects.
- **Compiles, writes, and edits** all grant applications, exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- **Develops the budget** associated with a specific project or program and works with district staff to insure the budget is accurate, fully developed and clearly explained.
- **Acts** as a liaison with community organizations and District staff in collaborative grant proposals.
- **Serves** as a liaison with all funding agencies and/or organizations.
- **Writes and submits** progress reports when required by funded grants.
- **Coordinates** funded grant activities to insure that grant requirements and guidelines are met.
- **Meets with the Superintendent** regularly to update the status on grant research, proposals in progress and funded grants.

Other Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications

- Bachelor's Degree
 - Experience writing grants
 - Experience working with agencies outside the district
 - Ability to work flexible hours
 - Excellent organizational skills
 - Strong computer skills
 - Excellent communication skills in both written and verbal form.
 - Ability to sit for prolonged periods, work independently, understand and carry out oral and written instructions.
 - Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
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- **License, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Valid Driver's License and evidence of insurability.

Position Closes: October 21, 2009

Application Process: Must e-mail statement of interest to Mary King in Human Resources at:
Mary_king@parkrose.k12.or.us