

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: Communications and Grants Specialist
LOCATOR:

Position Type: Exempt	Department: District
Salary Schedule: Administrative	Reports to: Superintendent (Director of CAILL Initiatives for Grants)
Salary Range: Negotiated (Min. \$35,000 - \$42,000)	Location: District Office
Term of Employment: 11 months	Date: 06/08/15
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: The position will serve to enhance communication between WUSD and its constituents, market WUSD, manage WUSD employee award applications, promote the school tax credit program, participate in school district elections, serve as the district volunteer coordinator and pursue competitive grants to enhance district programs and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote WUSD and its programs with our communities through communications (articles, newsletters, social media, website, presentations...etc.) and marketing campaigns;
- Research and write competitive grants to enhance school district programs and success;
- Coordinate WUSD's tax credit campaign;
- Promote the success of WUSD employees and programs through completion of award program applications;
- Coordinate WUSD's participation in community events, councils and organizations;
- Serve as the District Volunteer Coordinator;
- Participate in school district elections;
- Serve as a parent educator to promote student success in WUSD schools;
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no direct supervisory responsibilities.

QUALIFICATIONS:

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- Bachelor's degree; K-12 education experience preferred;
- Successful grant writing experience;
- Experience dealing with communicating the needs of an educational setting.

ABILITIES

- Strong organizational and interpersonal skills dealing with a diverse range of people;
- Ability to establish and maintain cooperative working relationships with employees;
- Ability to effectively present to small-and medium-size audiences;
- Demonstrated proficiency with computers, including Windows-based and Mac operating systems, Excel, Word, and PowerPoint;
- Broad knowledge of communication technology (social media) and assistive technology devices, hardware, and software;
- Ability to coordinate and prioritize multiple tasks simultaneously;

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- Ability to assume responsibility, display initiative, and exercise sound judgment;
- Ability to handle and maintain confidential information regarding students, staff, and parents.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as instructions, safety rules, operating and maintenance instructions, correspondence, and procedure manuals;
- Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Arizona fingerprint clearance card.

PHYSICAL DEMANDS:

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions;
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear;
- The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl;
- The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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;
- While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold;
- The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

TRAVEL: Travel is occasional in the local area.

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