Hickman County School System

Job Title: Federal Grants and Projects Manager

Contract Period: 12 month contract

Reports to: Federal Programs Director

Purpose of Job

The purpose of this job is to administer federal grants and projects through the ESSER funds.

Essential Duties and Responsibilities

- Monitors ESSER expenditures and programs to ensure compliance with Federal laws.
- Oversees ESSER projects to ensure they are completed on-time and within budget.
- Communicates with the community about educational objectives and goals, as well as results.
- Attends professional learning related to ESSER programming and planning.
- Collaborates the implementation of needs assessment and projects.
- Prepares and maintains records, reports, and inventories necessary for federal/state/local regulations.
- Administers the budget and sees that projects operate within funded budgets.
- Ensures resource availability and allocation.
- Keep abreast of changes in statutes, policies, procedures and methods as they pertain to public education.
- Effectively communicate and interact with colleagues and members of the general public and other groups involved in the operation of the school system.
- Assemble information and make written reports about the utilization of ESSER monies.
- Other duties and responsibilities as assigned by the Federal Programs Director or the Director of Schools.

Minimum Training and Experience Required

Applicants must demonstrate strong verbal and written communication skills to communicate with vendors, colleagues, and submit required reports. Applicants must demonstrate strong computer skills to monitor programs and submit reports, expenditures, and planning revisions electronically.

Evaluation Process

Annual evaluation based on the deadlines and requirements of the ESSER program and the job description responsibilities.

Application Process

Candidates wishing to apply for this position should complete an Application for the Hickman County School System, located here. Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033.