

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Central Office

Certified

TITLE: Director of Grants and Programs

QUALIFICATIONS:

1. Valid New Jersey Standard Principal Certificate or School Administrator Certificate of Eligibility
2. Minimum of five (5) years of successful leadership experience in central administration
3. Three (3) or more years of experience and knowledge of grant development, management, and compliance in a K-12 public school district settings, and state and federal-funded allocation and initiatives;
4. Knowledge of the New Jersey Early Childhood Program
5. Demonstrate leadership in school improvement, program development and curriculum integration and application of technology across the curriculum;
6. Strong analytical and budgeting skills
7. Ability to organize and coordinate district-wide programs
8. Strong leadership, interpersonal skills, and organizational skills.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exceptional communication skills; and demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate ability to use electronic equipment for word processing, data management, visual presentations, email, and database software programs.
12. Current residency in New Jersey approved residency waiver, or candidate agrees to obtain residency within one year of employment.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
16. Mandatory testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.
17. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

REPORT TO: Superintendent of Schools

JOB GOALS: The Director of Grants and Programs coordinates federal and state grants to benefit the district's educational programs. Track the progress of grants from start to finish, ensuring the district is in compliance with federal and state regulations. Provide leadership and oversight of the early childhood education, 21st Century CARE program, and title-funded programs. Collaborate with administration to evaluate and improve federal and state-funded programs.

PERFORMANCE RESPONSIBILITIES:

1. Oversee and support school efforts to improve equitable access and outcomes for supported student groups using Federal and State funded programs in the district;

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2. Provide strategic leadership in the development, submission, implementation, and management of federal and state grants funded by the New Jersey Department of Education;
3. Supervise and evaluate the early childhood program and staff to enhance the instructional program;
4. Implement procedures and coordinate the process to identify student-funded interventions, monitoring systems, and strategies to measure the effectiveness of federal and state-funded programs.
5. Develop and conduct or arrange for staff development training, including training on various instruction methods, enriched learning in classroom settings, and methods for identifying gifted and talented students;
6. Work collaboratively with district and school leadership as well as the community serving as the liaison between schools and other agencies on joint projects that are grant-funded;
7. Coordinate with the Student Services Department in planning instructional programs for early childhood special needs students;
8. Ensures compliance with grant requirements, by evaluating and monitoring programs regularly;
9. Practices and implements effective leadership, communication, and collaboration, including strategies for creating inclusive, collaborative, and consultative relationships with diverse groups of stakeholders;
10. Carry out special functions, projects, and assignments as the superintendent may deem necessary;
11. Supervise and evaluate assigned staff, providing guidance and support to ensure the successful implementation of grant-funded programs and initiatives;
12. Assist with conducting classroom observations and provide supervision/ evaluation of teachers and non-certified staff as assigned;
13. Works with district and school administration and Pre-Kindergarten teachers in developing the total school curriculum and assists in the formulation of a philosophy and objectives for the instructional plan;
14. Carries out such special functions, projects or assignments as the superintendent may deem necessary;
15. Assists in the implementation of the district-in-service educational program for the instructional staff;
16. Perform any duties that are within the scope of employment and certifications, as assigned by the Business Administrator and/or Superintendent of School, and not otherwise prohibited by law or regulation.
17. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
18. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.

TERMS OF EMPLOYMENT: Twelve (12) month employee, salary, and work year as set by the Board of Education.

FLSA STATUS: Exempt

SALARY RANGE: \$110,000.00 - \$140,000.00

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: March 10, 2025

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.S.A. 18A:40 Promotion of health and prevention of disease

N.J.S.A. 18A:40A Substance abuse

N.J.S.A. 18A:46 Classes and facilities for handicapped children

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-9 Instructional certificates

N.J.A.C. 6A:9B-10.3 Special education

N.J.A.C. 6A:9B-11.5 Principal

N.J.A.C. 6A:9B-11.6 Supervisor

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N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teacher, principals, vice and assistant principals

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public education N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-4 Employment of teaching staff

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-7 Student records 8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986, 29 CFR 1910.1030

Bloodborne Pathogens Standard Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.