

East Newark Public School

JOB TITLE: Middle School Administrative Assistant / Grants Facilitator

REPORTS TO: Superintendent / Middle School Principal

NATURE AND SCOPE OF JOB:

The Middle School Administrative Assistant / Grants Facilitator will support the daily and strategic work of the Superintendent's Office to ensure that key district work and new initiatives are communicated and carried out successfully. He or she will assist the Superintendent / Middle School Principal in the management of the day-to-day operations of the school and district. He or she will exercise good judgment in a variety of situations, utilizing strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

As Grants Facilitator, he/she will use a focused grant acquisition agenda to seek entitlement grant opportunities (federal, state, local, and other) to support district priorities and initiatives; develops, reviews and edits content for the district's Master/Strategic Plan; supports systemic grant development activities, and supports other strategic planning efforts of the district. In addition to developing and submitting competitive grant proposals.

QUALIFICATIONS:

1. Commitment to education and dedication to the East Newark School District's Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels.
2. Demonstrated passion and belief that all students can achieve success through education.
3. Ability to work independently on projects from conception to completion and prioritize same to reach stated professional goals.
4. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
5. Strong computer and Internet research skills; proficiency in Microsoft Office package which includes: Word, Excel, and PowerPoint.
6. Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally.
7. Excellent inter-personnel skills and flexibility and demonstrated ability to organize and work with all levels of internal staff, administration and outside partners.
8. Superior project management and time management skills.
9. Takes initiative to generate solutions and solve problems.
10. Openness to feedback and willingness to take personal responsibility.
11. Sensitivity to confidential matters is regarded as paramount.
12. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
13. Experience as School Board Secretary.
14. Extensive knowledge of school business administration
15. Familiarity with Federal and State entitlement grants
16. Preferred experience working in schools with racially and ethnically diverse student populations.

15. Fully bilingual (writing and speaking) Spanish and English

Essential Duties and Responsibilities:

I. *Assist the Superintendent/Middle School Principal* in the management of the day-to-day operations of the East Newark Middle School (located at the former Holy Cross School) and District and district by:

1. Reading, researching, and routing correspondence; translating, drafting letters and documents; collecting and analyzing information; initiating calls/emails to proactively research information
2. Maintaining Superintendent's appointment schedule by planning and scheduling meetings, conferences, and teleconferences.
3. Providing quality customer service by welcoming staff, parents, students, and all visitors by greeting them respectfully and courteously, in person or on the telephone; answering or directing inquiries.
4. Responding to requests for public information in accordance with the law and Board policy.
5. Maintaining the Superintendent/Middle School Principal's confidence and protecting all office operations by keeping information confidential.
6. Working closely and effectively with the Superintendent/Middle School Principal to keep him/her well informed of upcoming commitments and responsibilities.
7. Acting as a "barometer," having a sense for the issues taking place in the environment and keeping the Superintendent updated.
8. Overseeing and managing special projects as directed by the Superintendent/Middle School Principal
9. Providing historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
10. Maintaining office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
11. Enhancing professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing personal networks.
12. Contributing to team effort by working collaboratively with the school and district's faculty and staff.
13. Prioritizing conflicting needs; handling matters expeditiously, proactively, and following-through on projects to successful completion, often with deadline pressures.
14. Participating in the preparation and distribution of assigned school district publications, e-newsletters, eblasts, and news releases.
15. Assisting with the preparation of Board updates and the distribution of confidential materials to Board members.
16. Assisting with the oversight of the District website.
17. Managing District calendar.
18. Preparing and editing correspondence, reports, emails, and presentations; working with graphics; making copies and transmitting information and data.
19. Organizing and maintaining files and records.

II. Facilitate all grants (competitive and entitlement) by:

1. Conducting grant searches to identify competitive local, state, federal, and private funding sources;

2. Developing grant applications according to Request for Proposal and funder requirements;
3. Collaborating with external agencies, community individuals and community groups that may participate in partnership grant applications;
4. Providing technical assistance to district personnel in seeking funding opportunities and proposal development;
5. Planning, developing, and delivering training in grant-seeking for district personnel;
6. Leading and managing work groups in the development of grant proposals;
7. Seeking donations from individuals and foundations directly focused on the work Montclair and/or the northeast region of the United States;
8. Researching best practices and evidence-based programs to support development of grant program designs;
9. Reviewing grant proposals developed by internal or external stakeholders and provides feedback, as appropriate;
10. Providing ongoing technical assistance and training to district personnel in preparation for district's strategic plan development;
11. Collaborating with program staff to develop comprehensive responses to district's strategic plan;
12. Providing oral and written reports on grant acquisition efforts;
13. Developing program design documents for the district's Portfolio of Initiatives; and
14. Performing other duties as assigned.

Educational Background: Requires a bachelor's degree **or** high school diploma with commensurate experience (10 years) in the field of educational administration.

TERMS OF EMPLOYMENT: 12 months

EVALUATION: Performance of this job will be evaluated annually by the Superintendent / Middle School Principal in accordance with the Board's policy on evaluation.

Approved by the East Newark Board of Education: March 29, 2021