



Community Education and Grant Advisor – Northland Career Center

FLSA Status:

Non Exempt

Qualifications:

High School graduate (or equivalent)
Knowledge of school finance/bookkeeping procedures
Strong computer skills; competence in Microsoft Office

Experience:

Job related experience with increasing levels of responsibility
Strong interpersonal and organizational skills
Professional communication skills

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary**Schedule:**

Range 15

Reports to

Northland Career Center Director

Terms of Employment

11 months, 8 hours per day, with benefits according to Board policy.

Purpose Statement

Maintains financial records and provide for a smooth transition of financial resources for post-secondary students and the Career Center.

Essential Job Functions

- Coordinates Community Education program in partnership with NCC Director and evening administrative assistant.
- Coordinates all contracts with outside entities that includes, but is not limited to building rental.
- Coordinates and processes all NCC grants including DESE CTE grants, private grants and other sources of funding for NCC.
- Assists with the marketing of NCC to various business and school partners working closely with the Student Services Coordinator.
- Maintains billing for all students enrolled privately, through funding agencies or through sending schools.
- Prepares reports of financial status for DESE, such as tuition guide, FV-1, FV-2, and FV-4s.
- Maintains accurate records for audit purposes on all resources and expenditures related to the Career Center.
- Attends meetings, participates in committees.
- Performs secretarial tasks such as greeting visitors and answering phone in a respectful manner, and opening and sorting mail; responds to inquiries in a timely manner.
- Abides by Missouri statutes, and school board and administrations' policies and regulations.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
- Adheres to good safety practices.
- Takes all reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law and district policy.
- Has the ability to learn new systems and software.
- Attends out of town meetings and training sessions as requested.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Performs all other duties are required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and pertinent codes and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing.

Conditions and Environment

Employee will be required regularly work inside. This job is performed in a generally clean and healthy environment.