



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Grants Management Data Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Director, Grants and Compliance

**Position Summary:**

This person will monitor, manage, and ensure the compliance of data related to all ESSA Programs, as well as manage the fiscal monitoring, compliance, and reimbursements of Title II and Title III Non-Public programs and the implementation of data related to DESE Core Data.

**Essential Functions:**

- Responsible for monitoring and maintaining compliance of Title II.A, Title III, and Title IV - A plans for all Non-Public schools participating in one or all three programs
- Serve as Non-Public contact for participating private schools with regard to the reimbursement of approved professional development and/or tutoring activities, as defined by the act and guidance
- Develop a system where the participating Non-Public schools submit their professional development plan and reimbursement electronically
- Monitor professional development activities by private schools to ensure compliance with requirements of Title II, Part A
- Maintain all records, compliance reports, documentation, notes and any other documentation required as relates to Title II - A and Title III services
- Complete all Single Funding Certification Forms for all ESSA programs
- Serve as HR liaison for the department and work to ensure all staff are appropriately coded and assigned to SAP and Core Data
- Responsible for conducting Non-Public Consultation meetings (which involves any mailings, agendas, etc., necessary to conduct efficient and productive meetings)
- Act as liaison between Non-Public Schools and SLPS for Title II-A professional development activities
- Monitor, analyze, and ensure compliance of school and district federal core data for all ESSA programs
- Generate requested/required reports directly from systems, such as SIS, SAP, ePegs, and MOSIS
- Support key district-wide data collection/reporting activities related to core data, School Wide Programs, and School Improvement
- Serve as point of contact for all data-related concerns for all ESSA programs
- Set and follow priorities, effectively manage business time, successfully adjust to rapidly changing situations and concurrently manage multiple tasks
- Establish rapport and maintain effective working relationships with constituencies at all levels; work collaboratively with other district staff; communicate and express ideas effectively, both orally and in writing

**Knowledge, Skills, and Abilities:**

- To Be Reviewed

**Experience:**



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- Required: Three years of successful, relevant work experience in school district or nonprofit administration of one or more federal grant programs
- Required: Technical aptitude to be able to troubleshoot problems and issues as it relates to Data and Data Manipulation
- Apply principles of logical thinking to be able to define problems, collect data, and draw valid conclusions
- Microsoft Office Experience with Intermediate skills in Word Processing and Excel

**Education:**

- Bachelor’s Degree (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____
Employee	Date
_____	_____
Immediate Supervisor	Date
_____	_____
Human Resources	Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***