

GRANT PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Grant Program Director will be responsible for all elements of program design and implementation. The Grant Program Director will report to the Executive Director of Special Programs (EDSP) and the Assistant Superintendent of Curriculum and Instruction (ASI).

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Program design and scheduling, in alignment with grant requirements, and in consultation with

EDSP and ASI, including managing grant partnerships;

Recruit, hire, and evaluate program staff;

Oversee day-to-day operation of program;

Liaison with schools and curriculum directors to ensure programming alignment;

Convene and run an advisory committee to inform evaluation and improvement of program;

Plan and oversee professional development and training of staff;

Oversee participant recruitment, intake, registration, and retention;

Providing quality assurance for all activities, conducting activity observations, and providing
feedback;

Build relationships with participants, family and community;

Provide public relations activities as necessary;

Review and act on performance and attendance data;

Manage grant budgets;

Prepare reports and presentations as required

GRANTS PROGRAM DIRECTOR

Page 2

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Master's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field, and two (2) years' experience in either teaching or in a position involving the delivery of human services; or
- (C) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with an Associate's Degree in Education, Social Work, Human Services, Business Administration, Public Administration, or a related field, and four (4) years' experience in either teaching or in a position involving the delivery of human services; or
- (D) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

GRANTS PROGRAM DIRECTOR
Page 3

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Originated: 12/3/2021
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 1/7/2022
Revised and replaced in Classplan 3/22/2022
Revised and Replaced in Classplan: 4/8/2025 (Edu)