

## ADMINISTRATOR FOR RESOURCE DEVELOPMENT

### Definition

Supervised by the Superintendent, assumes leadership and coordination in development of financial and other resources to support educational research, program development, and activities prioritized by District administrative staff.

### Essential Responsibilities

1. Assist the Assistant Superintendent for Curriculum and Instruction with categorically identified programs including both state and federally funded programs, i.e., Vocational Education, Indian Education, Migrant, Compensatory Education, School Improvement et cetera;
2. Locate sources for grants and apply for funds related to prioritized District projects;
3. Oversee grant and contract management procedures to insure appropriate use of resources and accountability to funding sources;
4. Perform continuous funding watch and disseminate funding proposal information to District staff;
5. Serve as resource to the administrative team regarding projects which require special funding;
6. Plan and implement programs to provide financial support for District projects;
7. Provide technical assistance for other District personnel in preparation of grant proposals;
8. Attend meetings and make personal contacts to establish communication and relationships with funding sources;
9. Supervision of testing administration;
10. Perform other duties as assigned by the Superintendent.

### Qualifications

1. Physical capacity for leadership.
2. Active in civic and community affairs.
3. Capable public speaker.
4. Five years successful teaching experience in public schools;
5. Two years successful administrative experience in public schools;
6. Competence in curriculum.
7. Master's Degree preferred;
8. Appropriate Administrative Credential.

### Other Requirements

Shall have vehicle for school business use and a valid California driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at time come into contact with dissatisfied or abusive individuals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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.