

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Grant Writer/Public Relations Specialist	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Superintendent
EDUCATION:	Bachelor's degree (preferred) in Communications, Journalism, or Educational Administration.	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days Per Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	Primary Function: This will be a multi-faceted position, established to provide enhanced multi-media communications with various entities for the purposes of improved perception, support, and overall increase in positive public relations. This includes interacting with local media, producing and sending out press releases and managing the District's social media accounts. Additionally, this position will oversee, identify and write grants and collaborate on grant applications with various district departments and community organizations.	

ESSENTIAL JOB RESPONSIBILITIES

1. Establishes and implements public affairs plan, programs, and schedules for public relations, internal and external media services, community relations, government relations, special events, and photographic and/or videography services.
2. Exercises proactive leadership and exhibits support in promoting the Districts vision, mission, goals, and priorities.
3. Ensures the support of all schools and departments in the development of effective communication plans with the community and parents.
4. Collects, compiles, or develops information needed by the Superintendent, Board of Directors, the media, or the public.
5. Assists in determining information to be shared with media during volatile situations.
6. To assist in the preparation of long-range plans for project development activities and plans for individual grant proposals.
7. To look for and develop positive story ideas and create press releases.
8. To assist in public relations activities that help expand K-12 educational awareness and school programs.
9. To attend education conferences, workshops and read informational materials to stay abreast of the latest strategies, policies and innovations as they relate to grant writing and public relations.
10. Assist District Webmaster with the District webpage and manage District social media.
11. Collaborates with a variety of parties (i.e. district personnel, community organizations, parents, business, etc.) for the purpose of securing funding to maintain and enhance services and/or programs.
12. Coordinates all grant processes (i.e. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal, and other funder guidelines.
13. Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
14. Develops grant applications and related documents (i.e. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency.

15. Evaluates degree of match between listed grant priority areas and the needs of the Klamath County School District for the purpose of matching needs with funding sources.
16. Monitors proposals and funding application requirements (i.e. presentation, content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds.
17. Monitors the financial management of grants (i.e. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.
18. Participates in and leads, if appropriate, meetings, workshops and seminars for the purpose of conveying, sharing and/or gathering information required to perform functions.
19. Presents concepts, status, and information to a variety of groups (i.e. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and Board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
20. Supports the Superintendent through preparation of written materials and presentations for the purpose of getting out clear and effective communications.
21. Willingness to flex working hours as requested.
22. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.

Minimum Qualifications:

1. Must be a skilled writer and have some expertise in desktop publishing, editing, photography and video productions.
2. Must possess exceptional communication skills, both written and oral.
3. Must have the ability to work under pressure, meet deadlines, and work as a team player.
4. Knowledge of grant writing processes and grant funding sources, ability to utilize pertinent software applications as they apply.
5. Bachelor’s degree (preferred) in Communications, Journalism, or Educational Administration. Two to four years of directly related experience and/or training in public relations, education, journalism and/or grant writing. Familiarity with the news media and District programs is preferred.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	

11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time / Works Outside <u>5</u> % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

