

# GRANT PROGRAM & INSTRUCTIONAL COORDINATOR



<b>REPORTS TO:</b>	<b>ADMINISTRATIVE DIRECTOR – TEACHING &amp; LEARNING</b>
<b>GROUP/FLSA STATUS:</b>	<b>Exempt (Professional), Regular, Full-time, 40 hours per week during regular business hours (M-F); 205 Days</b>
<b>Salary Range:</b>	<b>\$68,000.00 – \$73,000.00</b>
<b>Revised:</b>	<b>May 2026</b>

**SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Grant Lead serves as the fiscal agent and program coordinator for the Native Language Revitalization project. This position oversees grant implementation, ensures fiscal and programmatic compliance, and supports high-quality, aligned instruction in Native languages across participating school districts.

This role combines grant management with licensed instructional leadership to ensure coherence, cultural responsiveness, and alignment across sites in curriculum design, instructional pacing, and pedagogical approaches. The position does not include direct classroom instruction but provides system-level instructional support.

**ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Grant Administration & Compliance**

- Manage all aspects of grant administration in compliance with state and federal requirements.
- Prepare and submit required reports, documentation, and compliance materials.
- Ensure adherence to grant assurances, timelines, and allowable uses of funds.

**Fiscal Oversight**

- Monitor budget and expenditures to ensure alignment with the approved budget.
- Coordinate with the business office on financial tracking, invoicing, and reimbursements.
- Ensure fiscal compliance with procurement and accounting standards.

**Contract & Procurement Management**

- Oversee contracts with vendors, consultants, and partners.
- Ensure procurement processes comply with district and state requirements.
- Maintain required documentation for all contracted services.

**System & Program Coordination**

- Coordinate implementation across participating school districts.
- Serve as the primary liaison among districts, partners, and the Minnesota Department of Education.
- Facilitate communication, planning, and alignment for grant-funded activities.

**Provide licensed instructional leadership**

- Support curriculum design and development for Native language instruction.
- Pedagogical coherence across participating districts.
- Instructional pacing and scope/sequence alignment.
- Consistency in instructional delivery models.
- Support alignment with proficiency/fluency goals and with relevant programs (e.g., Bilingual Seals).

**Community & Cultural Coordination**

Support relationship-building and coordination among school districts, Native communities, and Elders. Ensure that implementation reflects culturally responsive and community-informed practices.

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## Sustainability Planning

- Lead or support the development of long-term sustainability strategies for Native language programming.
- Identify opportunities for expansion, partnerships, and future funding

### **EDUCATION:** *(Minimum level of education and experience required.)*

- Bachelor's degree in education or related field.

### **LICENSES, CERTIFICATES AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Valid Teaching License (or ability to obtain).
- Valid Driver's License.

### **KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Strong Communication, organizational, and collaboration skills.
- Experience in curriculum development and/or instructional leadership.
- Experience managing programs, grants, or multi-site initiatives.

### **ENVIRONMENT AND PHYSICAL DEMANDS:** *(Physical/sensory and environmental conditions.)*

This job operates in a hybrid office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

### **POSITION TYPE/EXPECTED HOURS OF WORK:** *(Minimum essential factors of daily position.)*

Hours of work are generally Monday through Friday, 8:00 a.m. to 4:00 p.m., but occasional events outside typical work hours, evening meetings and travel around region/state is expected.

### **OTHER DUTIES:** *(Potential other factors of daily position.)*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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*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. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.*