

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

Grant Budget Coordinator

A component of the Eastford afterschool program

QUALIFICATIONS: Demonstrated success in accurate and timely record keeping.
Demonstrated success in maintaining accurate and timely expenditure reports.
Skill set/experience needed to manage grant funds.
Experience in completing all grant related budget documentation.

REPORTS TO: Eastford Afterschool Project Director/School
Principal/Superintendent

The Eastford afterschool programming is designed to address the following goals:

- A. Increase students' ability to perform at grade level in ELA/Mathematics
- B. Increase students' social emotional competencies and positive sense of self
- C. Increase students' engagement in "beyond the basics" learning opportunities
- D. Increase family engagement in school

The Grant Budget Coordinator is required to:

- Maintain and monitor all expenditures related to the Eastford afterschool grant funds on a weekly basis.
- Draw down/expend program funds in accordance with grant guidelines.
- In collaboration with the Program Coordinator and Project Director, provide an up to date balance of funds in the ASP grant for monthly meetings. (You will have one week's notice to prepare the balance.)
- Complete all budget required reports in a timely manner.
- Attend the administrative meetings associated with the Eastford afterschool program, as needed.
- Maintain ongoing communication with the Superintendent regarding the status of program funds.

TERMS OF EMPLOYMENT: Durational appointment in line with language in the After School Grant.

EVALUATION: Annually in accordance with the After School Grant.

COMPENSATION: \$2500

June 2024 ck