Los Angeles Unified School District - Job Opportunity

Job Posting Title
Grant and Funding Specialist

Reference code
JP22-036-XA1

Minimum Salary
$ 71,100.00 Annual

Maximum Salary
$ 88,000.00 Annual

Application Open Date
07/07/2023

Application Close
07/28/2023

Information about LAUSD
We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

Department or School Site
There are currently multiple vacancies that exist in the Facilities Legislation, Grants and Funding (FLGF) unit of the Facilities Services Division (FSD) and the E-Rate and Grant Management unit of Information Technology Services (ITS).

The Facilities Services Division's mission is to support the construction of effective learning environments. A Grant and Funding Specialist in FLGF will:

- Ensuring sites are selected and projects are designed according to Title 5 requirements

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- Obtaining outside facilities funding
- Ensuring compliance with grantor requirements
- Creating favorable legislative and regulatory conditions for LAUSD's Facilities Services Division (FSD)

FLGF has secured over $5 billion to support the District's recent efforts to construct, repair and operate its 800+ schools. Through careful coordination with grantors, government representatives, District planners and other stakeholders, FLGF is able to secure school facilities funds from federal, state, local and private sources and ensure compliance with the requirements of the funding agencies.

The mission of Information Technology Services is to enable student achievement and operational efficiency through deployment of appropriate technical solutions for LAUSD students and their families, employees, and the community. A Grant and Funding Specialist in the E-Rate and Grant Management unit will be responsible for the filing of applications for the E-rate Program which provides a discount on services and equipment for all schools to connect to the Internet. An incumbent in this position will ensure program compliance by reviewing invoices and contract actions.

Note: Recruitment may be used to hire for future vacancies, as they occur, in other District offices, including Beyond the Bell and Gear Up 4 LA.

For more information about the Facilities Services Division, visit their website at www.laschools.org. For more information about the Information Technology Services, visit their website at https://www.lausd.org/itd.

Benefits

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS).
Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.
Paid Holidays: Up to 13 days.

NOTE: Positions in this job classification may be offered on a 10 or 11 month basis - salary and paid time off for 10 or 11 month positions will be adjusted accordingly.

Job Duties/Responsibilities

A Grant and Funding Specialist performs a wide variety of research, coordination, and development activities for funding application proposals, monitors grant-funded projects, prepares necessary documentation and correspondences, develops and writes proposals, and performs administrative support tasks.

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Typical duties may include, but are not limited to:
- Identifying potential sources of funding from federal, State and private sources and evaluating appropriateness of grant funding relative to District policies and goals
- Preparing grant applications and proposals and supporting documentation to ensure compliance with funding requirements
- Developing ongoing criteria and methodology for establishing compliance of rules and regulations; researching federal, State, and local rules, guidelines, and procedures to comply with grant regulations in part by detecting early signs of non-compliance and acting accordingly to remedy the issues
- Reconciling grant accounts and monitoring related expenditures including payroll, purchase orders, transfers, and payments
- Assisting in the development of bids, Request for Proposals, evaluation criteria, contracts, and the collection and analysis of data to measure grant program effectiveness, and conducting closeout procedures for grant agreements.

**Minimum Requirements**

Education: Graduation form a recognized college or university with a bachelor's degree preferably in communications, education, business, public administration, or a related field. LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience: Two years of grant proposal writing and research experience or other funding application preparation, writing, research, and program compliance monitoring experience is required, preferably for an educational institution or public agency.

Special:
A valid California Driver License
Use of an automobile

All employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site; this includes current employees who are being promoted to a new job class.

**Desirable Qualifications**

The ideal candidate will have strong analytical and writing skills as it pertains to preparing grant and funding applications. He or she will be knowledgeable in grant acquisition techniques and grant terms and conditions and will demonstrate the ability to perform extensive and active research via the internet on subjects including, but not limited to

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laws, regulations, statistics, and demographics. The ideal candidate will also demonstrate the ability to synthesize ideas and implementation plans and present them in clear, concise prose; organize and present supporting documentation; interpret, summarize, and recognize the implications of legislation and complex documents, and work effectively with District personnel, representatives of other organizations, and the public.

**Employment Selection Process**

A Training and Experience (T&E) questionnaire will be included in the online application which may be used as an employment assessment part during the selection process. You will only have one opportunity to provide answers to the T&E questionnaire. Your responses will be evaluated as-is along with your application materials.

We anticipate receiving a number of well qualified applicants for this position; therefore there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at lausdemployment.org.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

**Application Process**

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org).

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please email Cheyenne Pace at cheyenne.pace@lausd.net for more information.

**Additional Posting Information**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use

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restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Please contact Cheyenne Pace at cheyenne.pace@lausd.net for any questions regarding this recruitment.

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