

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Supervisor of Minority Affairs, Governmental Programs, and Grants Department

**REPORTS TO:** Director of Student Services

**JOB SUMMARY:** Utilizes state, federal, and local funding opportunities to ensure maximum benefits for the district's programs, facilities, and personnel. Monitors the improvements of the district's effectiveness in meeting the educational needs of members of minority groups.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Reviews state and federal legislation, projects and programs for educational grants, entitlements and other allocations. Seeks funds for minority scholarships.
4. Prepares state, federal, and local grants for submission on a timely basis.
5. Assists in the planning and utilization of funds available through all sources.
6. Serves as liaison between the minority communities and the district for students, staff and administration.
7. Collaborates with community-based organizations in order to enhance opportunities for students and their families.
8. Monitors and assesses district reporting and evaluation of local, state and federal projects and programs.
9. Supervises over 30 staff members.
10. Frequently apprise the superintendent of schools about status of existing grant expenditures and the possibility of new grant opportunities.
11. Monitors the budget expenditures of the office and all federal, state, local programs and provides direction to district administrators if necessary.
12. Seeks opportunities at IHE's for minority student campus experiences.
13. Compiles and maintains all written records and reports of all local, state and federal projects.

14. Consults other administrators in developing and improving the evaluation of state, federal, and local programs for pre-Kindergarten through 12<sup>th</sup> grade.
15. Plans and implements staff development as it relates to federal, state, and local programs and projects.
16. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in multiple areas of public education necessary, including elementary or secondary school instruction. Administrative/Supervision experience helpful. Masters degree necessary. Proper Pennsylvania administrative certification. Knowledge of curriculum, staff development, fiscal management, grant development, school district policy, and PA school law.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Instructional Meet and Discuss position; 12 month classification. Cabinet Code – E.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

