



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: SPECIAL EDUCATION BUDGET and GRANTS SPECIALIST

LOCATION: Special Education Department

JOB SUMMARY: Under direction, performs financial analysis, and maintenance of grants, local budget, and inventory for the Department of Special Education. Work requires technical judgment to ensure fiscal controls and accurate accounting of often complex and unusual financial transactions.

REPORTS TO: The Director of Special Education

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. A minimum of five (5) years of applicable experience, including experience preparing, and monitoring grants and budgets.
2. Excellent verbal, written communication and interpersonal skills.
3. Excellent computer skills (Excel, Word) and the ability to implement technology advancements to improve business practices.
4. Demonstrated physical vigor necessary to work diligently on the successful completion of assignments.
5. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Thinks, concentrates, and interacts positively with others.
2. Comes to work promptly every day.
3. Works flexible hours as necessary.
4. Works under stress and meets all deadlines.

Non-public Tuition Assistance:

1. Set ups accounts for each student.
2. Receives and completes monthly billing.
3. Reconciles quarterly Program Expenditure Reports with Non-public Specialists.
4. Monitors monthly billing to ensure accuracy and match with program cost sheet for each student.
5. Performs end of year reconciliation with Non-public Specialist.
6. Set ups new accounts and ensures timely closure and revisions to Non-public students as needed.
7. Handles billing discrepancies or requests with the Non-public Schools in conjunction with the Non-public Specialist and the Director of Special Education or designee.
8. Keeps accurate data and records regarding Non-public placements.
9. Provides the Director of Special Education and the Non-public Specialist with data and funding information for local budget preparation.

Federal/State Grants:

1. Assists the Director of Special Education with the preparation, development, and monitoring of the Local Application for Federal Funds (LAFF), Discretionary and Non-discretionary grants.
2. Works closely with the Director of Special Education and the Finance Department to prepare all forms and necessary reports including:
 - a. Budget Details Sheets
 - b. C-125 reports

- c. Certifications and Assurances
 - d. Projected Child Count
 - e. Parentally Placed Documentation
 - f. Special Education Staff/Salaries in grants
 - g. Preschool Expense Sheets
 - h. Maintenance of Effort/Excess Costs
 - i. Progress Reports due to Maryland State Department Education (MSDE).
3. Prepares all reports to ensure timely submission to the Finance Department and MSDE.
 4. Monitors the spending in each budget category to ensure that the department is on track for full expenditure by the end of the grant period. Report to the Director of Special Education monthly.
 5. Closely monitors carryover funds on federal grants to ensure expenditure monthly.
 6. Prepares amendments and carryover requests as necessary.

Consolidated Local Implementation Grant:

1. Assists in the preparation, development, and monitoring of the Consolidated Local Implementation Grant (CLIG) state and federal funds.
2. Works closely with the Supervisor of Birth-5 and the Director of Special Education or designee to complete:
 - a. Budget Detail Sheets
 - b. C-125 reports
 - c. Schedule of Salary and Fringe Cost
 - d. Assurances
3. Works with agencies to ensure accuracy and timeliness of their budget submissions, such as the Department of Social Services and the Calvert County Health Department.
4. Prepares Progress Reports to ensure timely submission to the Finance Department and MSDE.
5. Monitors spending in each category monthly to ensure the department is on track with appropriate spending timelines.
6. Works closely with other agencies to ensure timely billing and payment.

Local Budget:

1. Assists Director of Special Education as needed with preparation and development of local budget.
2. Collects and reports data as requested regarding history of spending, staffing counts, needs, etc.
3. Prepares the budget for submission.
4. Collects and processes mileage forms.
5. Monitors line item spending in the budget and reports progress to Director of Special Education monthly.

Inventory/Staffing:

5. Design an inventory system that will meet requirements under Audits for local, state, and federal funds.
6. Manages the inventory system by school/teacher/service provider.
7. Monitors and tracks staffing.

OTHER JOB DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Director of Special Education.

LICENSE OR CERTIFICATION: None

SPECIAL REQUIREMENTS: None

PHYSICAL DEMANDS: No unusual physical demands.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

FLSA STATUS: Non-Exempt.

TERMS OF EMPLOYMENT: Position and salary commensurate with qualifications applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

EVALUATION: Performance will be evaluated in accordance with the policy on evaluation as established by the

Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 p.m.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481