Alaska Council of School Administrators
234 Gold Street, Juneau, AK 99801
907-586-9702

ASDN Grants Administrator
Position Description

Overview:

With direction from the Executive Director and ASDN Administrator, this position will be integral to providing high quality grant management services under existing contracts, developing new grant proposals, and providing support to other ASDN and ACSA programs.

Additionally, the successful candidate will work with ASDN to grow our statewide professional learning networks, both online and in-person. This includes helping to plan future professional learning with a statewide perspective and building connections across ASDN’s grant projects and professional learning programs.

Duties and Responsibilities: Direct grant projects to benefit Alaskan educators

Activities will include:

- Collaborate with internal and external experts and partners to successfully implement grant funded projects.
- Manage project timelines, activities, communications and budgets.
- Help identify excellent professional learning providers and assist with the development and delivery of related professional learning.
- Work closely with project evaluators to provide related status reports and projections.
- Assist with preparing and monitoring required federal and state reports, including applicable laws, regulations, and policies.
- Respond to inquiries or concerns in a timely manner.
- Communicate about grant projects and other ASDN professional learning to other entities.
- Support applications for state, federal, foundation, and other grant funds, ensuring compliance with applicable state and federal statutes, regulations and/or guidelines. And provide necessary research base for grant project applications.
- Perform other duties as assigned.
The following skills, behaviors, knowledge and abilities are critical for success in this position:

- Collaboration skills
- Strong interpersonal skills
- Excellent written and oral communication skills
- Cross cultural understanding
- Good understanding of evidence-based effective instructional practices
- Familiarity with appropriate educational research, resources and consultants
- Good understanding of project evaluation
- Budgeting and fiscal management skills
- Responsiveness and follow through
- Excellent writing skills
- Ability to analyze data and use data-driven decision-making to implement effective programs
- Ability to organize, prioritize, and manage work assignments in an efficient manner to meet deadlines
- Knowledge of and experience with word processing programs, spreadsheets, and databases

**Education, training and experience:**

- Bachelor's degree from an accredited institution, education degree preferred
- Education grant experience strongly preferred
- Demonstrated success with grant processes and/or experience providing professional learning to educators
- Teaching and/or administration experience within K-12 public education preferred

**Opportunities:**

- Statewide impact - lead professional learning across the state
- Small, flexible team that can adjust and adapt quickly
- Ability to work directly with teachers as well as to conduct district-level and statewide level work
- Travel to national professional learning and grant conferences

**Salary Range:** $60,000-$80,000 depending on experience, plus benefits

**Location:** Juneau is preferred, but remote work from another location in Alaska is possible.

**To Apply:** Send a cover letter and a resume with three references listed to Heather Johnson-Smith at hjsmith@alaskaacsa.org. Position open until filled.