### Waco Independent School District
#### JOB DESCRIPTION

**Job Title:** TTIPS - Grant Project Specialist  
**Wage/Hour Status:** Exempt/At-Will

**Reports To:** Grants Management Department  
**Pay Grade/Days:** 102/226

**Dept./School:** Brook Avenue Elementary  
**Date Revised:** 16 March 2017

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**Primary Purpose:**

Oversee all aspects of the development, implementation, and management of the Texas Title I Priority Schools (TTIPS), Cycle 5 Grant with fidelity.

**Qualifications:**

**Education/Certification:**
- Bachelor’s degree from an accredited university
- Master’s degree preferred
- Valid Texas Driver’s License
- Proof of liability insurance

**Special Knowledge/Skills:**
- Excellent written and verbal communication skills
- Knowledge of state assessment objectives, best practices for instruction and K-16 alignments preferred
- Excellent time management, organizational, and leadership skills
- Strong analytical and problem-solving skills with an attention to details
- Ability to establish and maintain effective working relationships with district campus/administrative staff and funding entity
- Extensive knowledge of methods, procedures, and techniques used in grant coordination and implementation

**Experience:**
- Experience developing, implementing, and monitoring grant projects
- Experience in a K-16 environment preferred
- Previous experience working directly with government grant desirable
- Previous experience working within a public school setting with lower income, at-risk minorities beneficial
Major Responsibilities and Duties:

1. Manage and implement the TTIPS grant and ensure compliance with all grant objectives, applicable statutes, regulations, program plans, and requirements.
2. Serve as the point of contact for external partners, district leadership, parents, and community stakeholders.
3. Serve as liaison between the funding agency (Texas Education Agency) and the campus.
4. Work closely with the Campus Principal and TTIPS consultant to implement grant objectives.
5. Monitor external partners to ensure all work is complete and in accordance with grant guidelines.
6. Coordinate with the district’s Grant Management Department to streamline programming and provide seamless delivery of services.
7. Organize and maintain a system for collecting and recording grant documentation.
8. Compile, analyze, and prepare data and reports to ensure grant activities/training aligns with grant goals/objectives.
9. Provide ongoing supervision for designated grant staff.
10. Be responsible for communicating grant objectives clearly to campus faculty and staff.
11. Manage/supervise all TTIPS staff in coordination with Campus Administration.
12. Oversee grant-implemented programs & activities to assess and record their effectiveness.
13. Schedule and conduct regular TTIPS team meetings to discuss and assess program implementation.
14. Comply with policies established by the federal/state laws, the State Board of Education, and the Waco ISD Board of Trustees.
15. Evaluate grant activities and data for areas of potential risks.
17. Plan and organize training as needed for grant implementation.
18. Ensure confidential grant documents are secured in locked storage.
19. Conduct oneself in a professional, ethical manner in accordance with the WISD Code of Ethics.
20. Perform other duties as needed for the benefit of the TTIPS Grant goals and objectives.
Supervisory Responsibilities:

Manage/supervise all TTIPS staff in coordination with Campus Administration

Equipment Used:

Computer and related technology

Working Conditions, Mental/Physical Demands, and Environmental Factors:

Maintain emotional control under stress
Work with frequent interruptions
Use of Dell and Macintosh computers and related equipment
Frequent intra-district and occasional inter-district travel
Repetitive hand motions for computer use
Frequent standing, sitting, stooping, bending, pulling, and pushing
Move small stacks/boxes of textbooks, office supplies, media equipment, and other classroom/school equipment

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature       Date

Printed Name        Employee ID #
Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.