

CHS Academic Boosters Teacher Grant Coordinator Job Responsibilities

Responsibilities

- Work with School on Academic Booster Teacher Grant Program
- As grants are submitted, identify any potential questions in advance and attempt to obtain answers before the grant is submitted. Rely on experience with the grants over the years.
- Present Teacher grant requests at monthly meetings or via email
- Maintain tracking sheet of all grants submitted, approved, and amount approved.
- Following decision, notify requesting teacher, school book-keeper of approval status and amount approved. Use email template.
- Update tracking spreadsheet following actual payment, based on school book-keeper's spreadsheet
- Monitor actual payments and confirm they are not greater than the "not to exceed" amount. Work with school bookkeeper to ensure necessary journal entries are completed to offset any overage.

Ongoing Job (requires 0-4 hours/month)

- 2 hours/month: monthly meeting

August

Draft email that Principal can send to all teachers and staff requesting grants

September

Remind teachers

October

Present all grants submitted to date. This is the busiest month.

October – June

Respond to grant requests as they come in.

If close to the next meeting, wait for the meeting. If not, solicit input via email

Additional Notes:

- AB voted to give \$600 per Academic Team without the need for a Grant Request submission. Teams include Academic Decathlon, Mock Trial, Model UN, Robotics
- AB donates \$500 for all the academic teams to use in copy center charges. This is tracked by the school book-keeper
- Some grants are regularly requested and approved, including Oregon Shakespeare Festival, some magazine subscriptions, dictionaries, etc.
- Generally, 30 or so grants per year are received, with the majority in the Fall. A few are submitted towards the end of the year.
- Budget for the past few years has been \$25,000.

Last Updated: 3/8/2010

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