

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER VIII – FINANCIAL AID / VETERANS AFFAIRS / SCHOLARSHIPS

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of four (4) years experience in supervision.
- (3) Course work in business, management or administration.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state, federal and local guidelines in administering student aid, grants and programs. Knowledge of requirements leading to application and access to Pell Grants, College Work Study, Elks Fund and Veteran Benefits Chapter 30, 31, 32, 35 and Section 1606 (Reserves).

REPORTS TO:

Director I – Stone Area Technical Center

JOB GOAL

To direct and supervise the staff and operation of the Center's Financial Aid, Veteran's Affairs and Scholarship Department to assure qualified students financial support in an efficient and effective manner.

SUPERVISES:

Clerical Personnel
Work Study Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Design and implement a sound records management program which complies with local, state and federal guidelines.
- * (2) Design and supervise and schedule the sequence of the application process.
- * (3) Review and certify all documents and supporting records as accurate.
- * (4) Conduct preliminary audits to assure compliance with state and federal guidelines.
- * (5) Respond to inquiries from federal and state auditors and provide additional data as requested.
- * (6) Coordinate the students' counseling and application process.

Inter / Intra-Agency Communication and Delivery

- * (7) Provide guidelines for the various Scholarship Selection Committees.
- * (8) Coordinate scholarship activities with guidance and community sponsors.

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- * (9) Conduct Veteran's Administration workshops detailing changes in requirements for individuals receiving benefits.
- * (10) Use effective communication strategies to interact with a variety of audiences.
- * (11) Maintain a working relationship with all governmental agencies and community service organizations.
- * (12) Coordinate the dissemination of information throughout the District to potential recipients.

Professional Growth and Improvement

- * (13) Represent the District at appropriate conferences and workshops.
- * (14) Maintain a network of peer contacts through professional organizations.
- * (15) Provide consultation and training for school-based personnel and other personnel within the department.
- * (16) Support and promote the professional growth of self and others.

Systemic Functions

- * (17) Process and review grant applications prior to submission to ensure consistency with rules, regulations and requirements.
- * (18) Keep current on changing laws and requirements regarding state and federal funding of grants.
- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (20) Prepare all required reports and maintain appropriate records.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (22) Establish and implement a grant management system for each funded program.
- * (23) Demonstrate initiative in the performance of assigned duties.
- * (24) Anticipate potential problems and develop procedures to address them.
- * (25) Develop an annual need-based aid program and submit to Director for approval.
- * (26) Set high standards for self and others.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 16

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002