



ADMINISTRATIVE OPENING

ATTENTION:

ALL INTERESTED PERSONNEL CERTIFIED IN SCHOOL DISTRICT ADMINISTRATION

(Must possess SDA/SDL certification and content area certification is preferred)

IMMEDIATE VACANCY

(POSITION WILL BE CONTINGENT UPON FUNDING)

GRANT WRITER

Description of position includes:

- Writing and submitting grant applications
- Developing and maintaining, in conjunction with administrators from the Division of Teaching and Learning, an application and reporting calendar for all grants
- Researching grant opportunities
- Handling all aspects of grant administration and management
- Ongoing monitoring of program goals and monthly performance
- Preparing written and statistical reports for various audiences
- Responsible for the management of current grants

Qualifications:

- New York State Administrative Certification (SDA or SDL)
- At least five years of administrative leadership experience at the school building and/or central office level
- Strong working knowledge of grant management in education
- Proven track record in grant writing including local, state, federal and foundation funding
- Good public engagement skills
- Demonstrates collaborative leadership
- Creative and flexible decision-making
- Strong speaking and writing skills
- Ability to engage and communicate with a broad cross section of ethnicities, races and income levels
- Highly proficient in Word and Excel.

Starting Date: August 15, 2017

Salary: TBD

If you are interested, please send a letter of interest, resume and certification by **July 31, 2017** to:

Beverly Riolo
Executive Assistant to the Superintendent
Yonkers Public Schools
One Larkin Center
Yonkers, New York 10701
briolo@yonkerspublicschools.org

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