Appendix H: Grant Staff Roles and Responsibilities

The following is a list of roles and responsibilities that are recommended for the coordination and delivery of services for the Educator and Provider Support (EPS) grant. This list is not inclusive of all roles necessary for the management of the EPS grant; one individual may have more than one role within the grant. Please list the staff that will be responsible for the roles and responsibilities identified below. In addition, indicated the anticipated time or FTE for each. For example, if the staff responsible for the activities associated with the Lead Coach and the ECE Scholarship Coordinator identify the anticipated time (hours per week or FTE) dedicated to each.

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| Role | Responsibilities | Staff Name(s) | Anticipated Staff Time or FTE for specified role and activities. |
| Grant Coordinator | * Responsible for the day to day management of the EPS grant and services delivered through the grant. * Responsible for ensuring grant requirements are met. * Responsible for ensuring services rendered are appropriate and allowable within grant fund use. |  |  |
| Lead Coach | * Responsible for the oversight, management, and documentation of technical assistance and coaching services provided through the EPS grant. * Responsible for the oversight of EPS funded coaches. * Responsible for the management of coach caseloads. * Responsible for communications with EEC staff related to programs referred by EEC for technical assistance. |  |  |
| ECE Scholarship Coordinator | * Responsible for coordinating with institutions of higher education within the region that participate in EPS services and are serving ECE Scholarship recipients. * Responsible for tracking and reporting on ECE Scholarship recipients. * Responsible for supporting educators applying for the ECE Scholarship. * Responsible for supporting scholarship approval process with EEC. |  |  |
| Training Coordinator | * Responsible for the oversight of professional development opportunities, continuing education and college courses through the EPS grant. * Responsible for the coordination of professional development training opportunities for programs participating in the program focus model. |  |  |
| Fiscal Oversight | * Responsible for providing fiscal support to grant coordinator and other grant staff as needed. * Responsible for submitting financial documentation to EEC in a timely manner, including Request for Funds form, budget amendments, and final financial reports. * Responsible for participating in financial audit by EEC fiscal staff. * Responsible for tracking grant funding and ensure funding is on target and allowable within the fund use guidelines of the grant. |  |  |
| Marketing/ Outreach Coordinator | * Responsible for the promotion/ marketing of grant services to early educator and out of school time programs and educators across the region. * Responsible for the assessment the professional development needs of educators across EEC’s mixed delivery system and positions. * Responsible for building relationships within the community. * Responsible for outreach to regional stakeholders. |  |  |