Teacher Grant Chair

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| **JOB TITLE:** | Teacher Grant Chair |

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| **GENERAL JOB DESCRIPTION** |
| Coordinate PARTA Teacher Grant Program and report to PARTA membership |
| **MAJOR DUTIES AND RESPONSIBILITIES** |
| Contact the Regional Office of Education to send PARTA Teacher Grant Application to Peoria County teachers  Secure a committee to assist with the screening of the applicants  Create a scoring rubric for the grant and seek input from the committee  Adhere to timeline to receive and review grants  Send completed grants to committee members for review  Request a return date from the committee members  Report the final scores and winners to the committee members  Send letters to the winners and thank all who submitted  Send names of winners and their school to PARTA Treasurer to issue recipient checks  Serve on the PARTA Board |
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| **QUALIFICATIONS FOR THE JOB** |
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| *Education:* Must have a degree in an educational field or professionally related one  *Experience:* Taught or worked professionally in a school setting, public or private  *Other: Retired*  Must be a PARTA member and member of IRTA  Technological skills |
| **KEY COMPETENCIES** |
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| organizational and communication skills |