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 teachersSecure a committee to assist with the screening of the applicantsCreate a scoring rubric for the grant and seek input from the committee Adhere to timeline to receive and review grantsSend completed grants to committee members for reviewRequest a return date from the committee membersReport the final scores and winners to the committee membersSend letters to the winners and thank all who submitted Send names of winners and their school to PARTA Treasurer to issue recipient checksServe 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 IRTATechnological skills |
| **KEY COMPETENCIES** |
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| organizational and communication skills  |