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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

January 12, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Education to accept and expend the New Hampshire "Now Is The Time" Project Advancing Wellness and Resilience in Education (AWARE) Grant funds in the amount of \$1,949,991.00 from the United States Department of Health and Human Services, effective the dates of Fiscal Committee and Governor and Council approval through June 30, 2015. The budget for fiscal year 2015 is listed below. The balance of the \$9,749,959.00 grant which is \$7,799,968.00 will be incorporated into the next two biennial budgets. **100% Federal Funds.**
2. Pursuant to RSA 124:15, authorize the Department of Education to establish the following full-time positions effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.

<u>No.</u>	<u>Title</u>	<u>Labor Grade</u>	<u>Salary Range</u>
1	Program Specialist III (1.0 FTE)	23	\$41,710.50-\$56,335.50
2	Program Assistant II (1.0 FTE)	15	\$30,166.50-\$39,994.50

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Funds are to be budgeted in the following account:

06-56-56-56101-59990000

New Hampshire Now Is The Time Project Advancing Wellness and Resilience in Education (AWARE)

<u>Class</u>	<u>Descriptions</u>	<u>Fiscal Year 2015</u>
020	CURRENT EXPENSE	8,664.00
027	TRANSFER TO OIT	31,000.00
028	TRANSFER TO GENERAL SERVICES	10,000.00
029	INTRA-AGENCY TRANSFERS	10,000.00
030	EQUIPMENT NEW/REPLACEMENT	31,150.00
039	TELECOMMUNICATION	1,980.00
040	INDIRECT COST	17,514.00
041	AUDIT FUND SET ASIDE	2,500.00
042	ADDITIONAL FRINGE BENEFITS	7,191.00
046	CONSULTANTS	5.00
059	PERSONAL SERVICES – TEMP/APPOINTE	82,186.00
060	BENEFITS	44,804.00
066	EMPLOYEE TRAINING	25,000.00
070	TRAVEL IN-STATE	13,568.00
072	GRANTS FEDERAL	1,468,471.00
080	TRAVEL OUT-OF-STATE	26,310.00
102	CONTRACTS FOR PROGRAM SERVICES	169,648.00
	TOTAL	\$1,949,991.00
	Source of Funds:	
000	FEDERAL	\$1,949,991.00

The primary goal of the New Hampshire “Now Is The Time” Project Advancing Wellness and Resilience in Education (AWARE) is to foster new, integrated and inclusive systems that promote child safety and mental health. The project will develop and sustain a formal, collaborative, interagency structure at the State Level; providing school faculty and staff with the capacity to identify mental health issues in children and youth, and to take appropriate action. Project AWARE takes steps to encourage and sustain local resources that can address mental health and substance abuse issues; creates lines of communication and organizational relationships that greatly increase the likelihood that mental health and substance abuse issues will also be dealt with appropriately, and in a way that will result in the most positive possible outcomes. Project AWARE will serve approximately 4,000 children, youth and families per year (20,000 over five years) and train approximately 700 youth-serving adults per year (3,500 over five years) in partnership with three Local Educational Agencies (LEAs) in New Hampshire (Berlin Public Schools, Franklin School District, and SAU #7). These districts were chosen after

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meeting the selection criteria and demonstrating readiness to engage in the required activities, as well as willingness to work collaboratively with the State in the development and implementation of the comprehensive plan.

In addition, the NH Department of Health and Human Services, NH Division of Children, Youth, and Families, local law enforcement, NH Parent and Family Organizations, Regional Mental Health centers, the NH Children's Behavioral Health Collaborative and other youth-serving agencies will work closely over the next five years to substantially improve mental health outcomes for children and youth, and to create safer and more secure schools and communities.

The goals of Project AWARE-NH are: 1) Provide Youth Mental Health First Aid and Mental Health First Aid training to teachers, athletic coaches, playground attendants and others who can detect and respond to mental health issues; 2) Use a multi-tiered framework that reduces school violence, bullying, behavior problems, suspensions, substance abuse and punitive/exclusionary discipline practices; 3) Reduce the need for intensive treatment, out-of-home placement, hospitalization, or incarceration of children and youth in each region; and, 4) Substantially improve the engagement of school, families, and youth in decision-making at the policy, practice and individual levels.

The NH Department of Education will work to accomplish these measurable objectives by: 1) Implementing a structured and proven planning and implementation framework at the State and local levels to ensure cross-agency and cross-discipline partnerships; 2) Implementing the evidence-based Positive Behavioral Interventions and Supports (PBIS) framework in early childhood programs and schools; 3) Using the Interconnected Systems Framework to integrate and provide school based mental health services and PBIS; and, 4) Selecting and providing evidence-based mental health interventions for children and youth with or at risk of developing mental health disorders.

APPROPRIATION EXPANATION

The following appropriation authorities are being requested:

- Class 020 (Current Expenses) – To cover materials and supplies that will be used by staff.
- Class 027 (Transfer to OIT) – To cover the cost of data integration with other State agencies data systems and LEAs students database for Youth Mental Health First Aid training.
- Class 028 (Transfer to General Services) – Appropriation for staff work areas cost.

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- Class 029 (Intra-Agency Transfers) – To provide for intra-agency transfers for database systems.**
- Class 030 (Equipment new/replacement) – To provide an appropriation for new equipment for staff under the grant.**
- Class 039 (Telecommunication) – Appropriation for staffs wireless communication.**
- Class 040 (Indirect Cost) – Appropriation for this class is based on 3.6 percent.**
- Class 041 (Audits) – Appropriation for this class is based on 1 percent.**
- Class 042 (Additional Fringe) – Appropriation for this class is based on 8.75 percent.**
- Class 059 (Personal Services – Temp/Appointe) – Appropriation to fund the requested positions of the grant.**
- Class 060 (Benefits) – Appropriation for this class is based on cost of health and dental insurances and FICA.**
- Class 066 (Employee Training) – Appropriation for the professional development required of the grant.**
- Class 070 (In-State Travel) – Appropriation for in-state meetings and presentations.**
- Class 072 (Grants Federal) – Appropriation to flow through funds to Franklin School District, Berlin School District, and SAU #7.**
- Class 080 (Out-of-State Travel) – Appropriation for staff to attend out-of-state meetings and presentations.**
- Class 102 (Contracts for Program Services) – Appropriation to provide evaluations of the grant.**

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The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List All Personnel involved:

1 Program Specialist III (full time)	23	\$41,710.50 - \$56,335.50
2 Program Assistant II (full time)	15	\$30,166.50 - \$39,994.50

2. Nature, Need and Duration:

These positions will provide leadership and support for the grant in corporation. The positions in this request will be funded until June 30, 2015 when the program will be continued with the Biennium Budget process. The positions will be funded by and support New Hampshire's "Now Is The Time" Project Advancing Wellness and Resilience in Education (AWARE) grant. The goals of the grant are to: provide Youth Mental Health First Aid and Mental Health First Aid training to teachers, athletic coaches, playground attendants and others who can detect and respond to mental health issues; Use a multi-tiered framework that reduces school violence, bullying, behavior problems, suspensions, substance abuse and punitive/exclusionary discipline practices; Reduce the need for intensive treatment, out-of-home placement, hospitalization, or incarceration of children and youth in each region; and, Substantially improve the engagement of school, families, and youth in decision-making at the policy, practice and individual levels. The Grant of Federal Funds will end on September 29, 2019, when the positions will also end. The positions were included in the budget request and the Division of Personnel has approved them.

3. Relationship to Existing Agency Programs:

This grant will be in corporation with Department of Education and Department of Health and Human Services, Bureau of Behavioral Health grant, NH Communities for Children: Safe Schools/Healthy Students. We will accomplish these outcomes by: 1) Implementing a structured and proven planning and implementation framework at the State and local levels to ensure cross-agency and cross-discipline partnerships; 2) Implementing the evidence-based Positive Behavioral Interventions and Supports (PBIS) framework in early childhood programs and schools; 3) Using the Interconnected Systems Framework to integrate and provide school based mental health services and PBIS; and, 4) Selecting and providing evidence-based mental health interventions for children and youth with or at risk of developing mental health disorders. We will also work with three LEAs to implement these frameworks, we will build capacity of schools, behavioral health providers, families and community organizations, resulting in substantial and positive changes in the trajectories of all children and youth in these communities.

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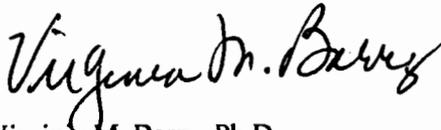
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4. Has a Similar Program been Requested of the Legislature and Denied?
No. This situation is unique and unprecedented.
5. Why wasn't this Funding Included in the Agency's Budget Request?
At the time the State's Operating Budget was being prepared the Request For Proposal for the Grant had not been made public.
6. Can any Portion of the Grant Funds Be Utilized?
No. The positions request are necessary to fulfill the intent of the Grant proposal that was accepted by the Granting Authority.
7. Estimate the Fund Required to Continue the Positions(s):
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

FISCAL SITUATION

US Department of Health and Human Services Grant Award 1H79SM061875-01	\$9,749,959.00
Less this Action Fiscal Year 15	(1,949,991.00)
Reserved for Fiscal Year 16, 17, 18, 19	
Fiscal Year 2016	1,949,994.00
Fiscal Year 2017	1,949,991.00
Fiscal Year 2018	1,949,991.00
Fiscal Year 2019	<u>1,949,992.00</u>
Total	\$7,799,968.00

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

MS:TS:BJR

Attachments:

Project AWARE Grant Award
Personnel Packets



NITT-AWARE-SEA
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Notice of Award

Issue Date: 09/22/2014

Grant Number: 1H79SM061875-01
FAIN: SM061875

Program Director:
Mary Steady

Project Title: Project AWARE New Hampshire

Grantee Address	Business Address
NEW HAMPSHIRE STATE DEPT OF EDUCATION Commissioner of Education 101 Pleasant Street Concord, NH 033013852	NEW HAMPSHIRE STATE DEPT OF EDUCATION Accountant 101 Pleasant Street Concord, NH 03301

Budget Period: 09/30/2014 – 09/29/2015
Project Period: 09/30/2014 – 09/29/2019

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,949,991 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NEW HAMPSHIRE STATE DEPT OF EDUCATION in support of the above referenced project. This award is pursuant to the authority of 520A of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Roger George
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79SM061875-01

Award Calculation (U.S. Dollars)

Salaries and Wages	\$111,155
Fringe Benefits	\$54,903
Personnel Costs (Subtotal)	\$166,058
Other	\$1,783,933
Direct Cost	\$1,949,991
Approved Budget	\$1,949,991
Federal Share	\$1,949,991
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$1,949,991

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$1,949,991
2	\$1,949,994
3	\$1,949,991
4	\$1,949,991
5	\$1,949,992

*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.243
 EIN: 1026000618B2
 Document Number: 14SM61875A
 Fiscal Year: 2014

IC	CAN	Amount
SM	C96C805	\$1,710,201
SM	C96C806	\$239,790

IC	CAN	2014	2015	2016	2017	2018
SM	C96C805	\$1,710,201	\$1,949,994	\$1,949,991	\$1,949,991	\$1,949,992
SM	C96C806	\$239,790				

SM Administrative Data:
 PCC: AWARE-S / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM061875-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-814-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-

800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79SM061875-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:
Additional Costs**

SECTION IV – SM Special Terms and Conditions – 1H79SM061875-01

REMARKS:

This award conditionally approves the budget submitted on June 13, 2014 as part of the application.

\$1,783,933 placed in the "Other" Budget Category is restricted and may not be used for any purpose until a revised budget is received and approved by SAMHSA.

PLEASE NOTE: Component 1 costs cannot exceed 87 percent of the total award and Component 2 costs cannot exceed 13 percent of the total award. Further, for Component 1, the SEA costs cannot exceed 15 percent, the Project Evaluation costs cannot exceed 10 percent, and the LEA costs cannot be less than 75 percent.

SPECIAL CONDITIONS OF AWARD:

REVISED BUDGET:

By October 30, 2014, you must submit to your Grants Management Specialist, with a copy to your Government Project Officer:

- ✓ A revised budget that includes a detailed breakdown of all costs. There must be a clear distinction between Component 1 (SEA, LEA, and Project Evaluation) costs and Component 2 (MHFA/YMHFA) costs.
- ✓ A revised SF-424A to include in section B (Budget Categories) data applicable to the requested funding for year 1 only: <http://beta.samhsa.gov/grants/continuation-grants>
- A revised SF-424 to include in section 18 (Estimated Funding) the requested funding amount for year 1 only: <http://beta.samhsa.gov/grants/continuation-grants>
- If applicable, copies of Indirect Cost Rate Agreements or Cost Allocation Plans to support all requested indirect costs, including IDC applicable to the LEAs.

OTHER:

By October 30, 2014 you must submit to your Grants Management Specialist:

- An Assurance of compliance with SAMHSA Charitable Choice Statutes & Regulations form SMA 170: http://beta.samhsa.gov/sites/default/files/charchoice_assurance.pdf

PARTICIPANT PROTECTION:

By October 30, 2014 you must submit your written response regarding the participant protection concerns raised by the Initial Review Group (IRG). Your assigned Government Project Officer will provide you with the IRG review summary statement. All grant funds are available for this project except for those funds directly related to Participant Protection issues as outlined in the RFA. Currently, only activities that do not directly involve Participant Protection issues (i.e., are clearly severable and independent from those activities that do involve Participant Protection issues) may be conducted under this award. This restriction of funds will only be lifted if the Participant Protection issues are appropriately addressed by the grantee and resolved to the satisfaction of your designated Government Project Officer and SAMHSA's Participant Protection Officer.

PROGRAMMATIC:

By December 30, 2014, you must submit to your Government Project Officer the following in writing:

- A description of how a mental health services referral system will be developed and implemented between each LEA and community-based service provider.
- A description how the capacity of LEAs will be developed to leverage state and local funding to support school based mental health services.
- Additional information about the specific plan to implement MHFA/YMHFA, and how this training will be provided to additional LEAs and communities within the state.
- Additional information how MHFA/YMHFA competencies will be sustained after grant funding ends.

SPECIAL TERMS OF AWARD:

DOMA:

On June 26, 2013, in *United States v. Windsor*, the Supreme Court held that section 3 of the Defense of Marriage Act (DOMA), which prohibited federal recognition of same-sex spouses/marriages, was unconstitutional. As a result of that decision, SAMHSA is no longer prohibited from recognizing same-sex marriages. Consistent with HHS policy and the purposes of SAMHSA programs, same-sex spouses/marriages are to be recognized in the "Now is the Time" Project AWARE for State Educational Agencies grant program (AWARE-SEA). This means that, as a recipient of SAMHSA funding for AWARE-SEA, you are required to treat as valid the marriages of same-sex couples whose marriage is legal when entered into. This applies regardless of whether the couple now lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage. Any same-sex marriage legally entered into in one of the 50 states, the District of Columbia, a U.S. territory or a foreign country will be recognized. However this does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law as something other than a marriage.

STANDARD TERMS OF AWARD:

Refer to the following SAMHSA website for Standard Terms of Award:

<http://beta.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions> (Cooperative Agreement)

Key staff positions are listed below:

Project Director/Coordinator
Lead Project Evaluator
LEA #1 Project Manager
LEA #2 Project Manager
LEA #3 Project Manager

REPORTING REQUIREMENTS:

Submission of a Programmatic Annual Report is due no later than October 30, 2015.

Failure to comply with the above stated terms and conditions may result in suspension, classification as High Risk status, termination of this award or denial of funding in the future.

All responses to special terms and conditions of award and post award requests may be electronically mailed to the Grants Management Specialist and to the Government Program Official as identified on your Notice of Award.

It is essential that the Grant Number be included in the SUBJECT line of the email.

CONTACTS:

Michelle Bechard, Program Official
Phone: (240) 276-1872 Email: michelle.bechard@samhsa.hhs.gov

Louis Velasco, Grants Specialist
Phone: (240) 276-2258 Email: Louis.Velasco@samhsa.hhs.gov Fax: (240) 276-1420

SUPPLEMENT JOB DESCRIPTION

Classification: Program Specialist III

Function Code: 7125-056

Position Title: Project Coordinator,
NH NITT AWARE-SEA (Project AWARE)
-Youth Mental Health First Aid/Mental Health First Aid
Office of Safe Schools and Healthy Students

Date Established: 12-9-14

Position Number: 9T2787

Date of Last Amendment:

SCOPE OF WORK: To coordinate the financial and operational administration of the "Now is the Time" Project AWARE- YMHFA/MHFA under the supervision of the Director of the Office of Safe Schools and Healthy Students. Coordinate the implementation of Project AWARE at the local school systems including coordination of training, grant budgets, project services, and activities, oversight of contracts, and development of reports and recommendations to improve grant operations procedures. Work closely with the NITT-Project AWARE-SEA Coordinator, Bureau of Behavioral Health, the Bureau of Drug and Alcohol Services, Juvenile Justice Services and other NH organizations to manage the overall grant and deliverables. This position does not have supervisory capacity.

ACCOUNTABILITIES:

- Collect and analyze budget and project data to develop reports and make recommendations for grant and program operation and management procedures.
- Coordinate with grant and program partners with the development and scheduling of meetings, professional development, and technical assistance.
- Maintain certification in both Youth Mental Health Aid and Mental Health First Aid Trainings by delivering at least 3 trainings per year in each.
- Develop and manage budgets including distributing grant funds to local education agencies, grant and program contracts, and other NH state agencies, reconciling of grant expenditures and preparing financial reports to ensure the proper expenditures and accounting of the funds.
- Assist the local communities in ensuring the goals and objectives of grants and programs Project AWARE- YMHFA/MHFA are being met, identifying any barriers that arise, and working with the local communities and the state management team in resolving those issues as they arise.
- Provide support to grants and programs by facilitating regular meetings, developing a project plan with key deliverables and target dates, and assisting in the development of a draft memorandum of agreement between the required project partners and other agencies.
- Update and Maintain State-wide data base on Youth Mental Health First Aid/Mental Health First. To determine how many Trainers and First Aiders there are in NH.
- Develop and submit federal reports as required by federal grants and programs, as well as respond to all requests from for information and/or data.
- Work closely with contractors to develop an evaluation plan for outcomes and performance measures.
- Research and respond to questions from state and local education agencies, and other grant recipients regarding procedural information on the Department's grant management system and contracts, NHDOE policies, application procedures, and requirements for various state and federal programs.
- Determine the need for and compose Governor and Council letters, requests for transfer of appropriation /expenditures, or other necessary requests so that sufficient appropriation authority and funds are available in those areas in need of same on a timely basis.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in education, special education, counseling, business management or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional or paraprofessional experience in education, special education, counseling, management, business or related field; two years which must be relevant experience in areas of education; with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education

License/Certification: Eligibility for New Hampshire driver's license, for travel throughout the state.

Special Requirements: For appointment consideration, Program Specialist III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

_____ Employee's Signature	_____ Date Reviewed
Supervisor's Name & Title: <u>Mary Steady, Administrator II</u>	
_____ Supervisor's Signature	_____ Date Reviewed
Bureau Administrator Name: <u>Santina Thibedeau</u>	
_____ Administrator's Signature	_____ Date Reviewed
Division Director's Name: <u>Heather Gage</u>	
_____ Director's Signature	_____ Date Reviewed
Dept Approval Name & Title: <u>Sheila Miller, Human Resources Administrator</u>	
_____ Department Approval <i>Jennifer J. Elberfeld</i> MR	_____ Date Approved 12/9/14
_____ Division of Personnel	_____ Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Assistant II

Function Code: 7110-056

Position Title: Program Assistant II,
NITT-Project AWARE-SEA

Date Established: 12-5-14

Position Number: 9T2788

Date of Last Amendment:

BASIC PURPOSE: To provide paraprofessional duties in implementing grants and programs relations to mental and behavioral health, bullying prevention, school climate and culture, and educational programs serving the needs of students with disabilities age 3-21, under the supervision of the Director of the Office of Safe Schools and Healthy Students

Accountabilities:

- Provides administrative supervision over subordinate staff in Local Education Agencies (LEAs) in collecting, maintaining and releasing program information related to grants and programs under the Office of Safe Schools and Healthy Students as specifically related to NITT-Project AWARE SEA grant.
- Provides program guidance to LEAs involved in grants and programs through the Office of Safe Schools and Healthy Students as specifically related to NITT-Project AWARE SEA grant.
- Assists the Director of the Office of Safe Schools and Healthy Students in the planning and coordination of all grant and program activities and in training subordinates as specifically related to NITT-Project AWARE SEA grant.
- Compiles and prepares specialized program information for the Director of the Office of Safe Schools and Healthy Students as specifically related to NITT-Project AWARE SEA grant.
- Assists in the development of operational policies and procedures and alternative work methods to improve workflow.
- Ensures the confidentiality policies and procedures of student data and related materials.
- Presents information to clarify policies, procedures, standards, grants goals and objectives, and grant activities as required by federal agencies, state agencies, LEAs and the public.
- Maintains database as related to NITT-Project AWARE SEA grant.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in business, education, management, data management, marketing or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in education, business, management, data management, marketing or related field, with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS:

For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.

