

**POSITION DESCRIPTION ADDENDUM FOR:
Preschool Secretary: Grant Compliance**



The information listed under Specific Essential Duties is in addition to the information provided on the basic Preschool Secretary position description.

SPECIFIC ESSENTIAL DUTIES

Maintains records and reports for all grant requirements including budget and student data.

Assists in preparation of grant applications.

Creates and maintains databases and spreadsheets to monitor and report program progress and student assessment compliance for grants. Assists faculty and staff with databases and technology to process questions.

Assists parents eligible for Title I, HQSRE and other grants, or private pay with the application and eligibility process. Reviews documents required for enrollment, space availability, and helps complete enrollment process for all qualifying students.