



JOB DESCRIPTION

Salary Grade: 7 CUPE 1328

Job Title:
Grants Technician

PRIMARY FUNCTION

The primary function of this job is to have up-to-date knowledge of and to process the provincial grants by gathering, preparing statistics, rectifying technical inadequacies and performing the various calculations required for each specific grant submission.

MAIN RESPONSIBILITIES

1. Prepare a grants forecast for the upcoming year to assist in the TCDSB Budget forecast by:
 - initiating the forecasting process in the Fall of the current year, as directed
 - drafting memos for the Assistant Superintendent's signature, requesting statistics from a variety of departments (e.g. Co-ordinator of Planning total Elementary and Secondary enrolment; Co-ordinator of Development Services -projected rental revenue for the upcoming year; Supervisor of Transportation -transportation expenses for Deaf and Blind Students; Co-ordinator of Assessment - assessment projections for the upcoming year)
 - completing a variety of Ministry of Education forms/grants (e.g. transportation grant, French as a Second Language, etc. – approximately 28 forms for each submission) by performing the required calculations (percentage, fractions, etc.)
 - preparing the statistics for use in the completion of the forms e.g. subtracting projected non-resident pupils from total enrolment by looking at past non-resident enrolment trends; calculating FTE (full time equivalents) for Kindergarten (half-day) students; summarizing Heritage Language statistics, etc.
 - utilizing the previous year's Ministry of Education rates and factoring them in the arithmetic formulae provided by the Ministry
 - accessing figures calculated in forms (e.g. ADE – average daily enrolment – is percentage of total enrolment, etc.) to use in other forms for grants calculations

- calculating the grant factor in each form (as required) by utilizing 'prepared statistics' and the indicated calculation/formula, and using the specific Grant amount (less penalties e.g. Heritage Language grant reduction for each class below 25 students, etc.)
 - calculating the total grant forecast by completing the final summary form (i.e. addition of all grants) and forwarding to Sr Co-ordinator, Business Services
 - responding to queries from Budget Department in relation to grant forecast
 - revising figures as directed and re-calculating the total grant.
2. Complete the 'Grants Estimate' and the 'Revised Grant Calculation' for Ministry of Education submission by:
- contacting departments in the new year to obtain revised and updated statistics
 - receiving the 'Grants Regulations' (March) from the Ministry (outline of percent increases, ratios, ceilings, etc.)
 - calculating the total Grants Estimate (process outlined in 1) based on regulations and revised statistics and preparing a report on the variances for the Board and then for Ministry submission
 - gathering up to date statistics (January to June) and projections (for September to December) in September and re-calculating the total grant ('Revised Grant Calculation') for Ministry submission.
3. Assist in the preparation of the 'Financial Statements and Schedules' Report for the Ministry by:
- accessing actual statistics for the previous year and calculating the total grant
 - preparing spreadsheets (on Symphony) for inclusion in the Report (e.g. schedule of actual assessment; Resident external, ADE and tuition, etc.) for March submission.
 - receiving from the Finance Department a statement of re-allocated expenditures based on the last Grant estimate, and calculating another grant estimate based on expenditure allocation
4. Performs a variety of duties in support of the Grants function by:
- generating a 3 year grants forecast by utilizing ECNO program (Provincial Government Computer Program for Grants processing), Symphony, multiple scenarios,, and items such as provincial mill rates and ordinary expenditure etc.
 - providing 2 or 3 different Grant projections ('splits') at different times of the year based on up to date information for Elementary and Secondary schools and their various programs
 - outlining a format to enable Facilities & Planning to provide required technical information for site grant applications
 - ensuring the submission of accurate Lease Renewal Applications for Grant purposes by: checking data on each lease (square footage, amount payable etc.);

- obtaining confirmation letters from Christian orders, Churches etc, in the absence of leases; correcting data on applications by submitting for grants
- responding to a variety of on-going statistical requests by preparing spreadsheets (as required) to display the data e.g. receipt and payment of tuition fees from and to public boards; Special Education comparison between two academic years; 'what if' situations
- providing in-services to staff on the grants process, as required.

5. Perform other duties as assigned or required.

SKILL

- 2 year College Diploma or equivalent.
- 2 to 4 years related experience.

EFFORT

- Complexity in the volume and detail of the data gathered, prepared, and used in the calculations required to ensure maximum program approvals and grant receivables from the Ministry of Education following policies and procedures in accordance with Ministry regulations. Complexity in planning and scheduling the ongoing 'Grants Process'; Complexity in adjusting figures to prepare revised grant totals, and in responding to statistical requests ('what if' scenarios). Complexity in identifying efficiencies and in interpreting information, complexity in designing spreadsheets and participating in identifying additional perspectives eg: use computer to do 'splits' and thereby efficiently calculate data and provide up to three different splits: consider Provincial mill rates in Grant calculations etc., to arrive at more accurate and up-to-date grant estimates
- Visual concentration and strain (65 – 90%) is required when using the computer and in the manual preparation of calculations. Manual dexterity is required when keyboarding.

RESPONSIBILITY

- Accountable for the timely and accurate completion of grant submissions.
- Accountable for utilizing appropriate projections when preparing the grants forecast. Accountable for responding to statistical requests. Decision making also involved in the planning and scheduling of the grants process to ensure effective completion. Accountable for maintaining an up-to-date knowledge of the annually revised 'General Legislative Grants Regulations' and enhancements to ECNO.
- Errors in grant calculations could result in loss of anticipated revenue for the Board. Errors in reports provided to Budget Control would in incorrect cash flow reporting and require revision to data provided to Manager of Accounting.
- Contacts include Board personnel on a regular basis to request information, other Boards to exchange information, Board's auditors as well as with parents of

Metro and Non-Metro students, regarding tuition fees. Establish and maintain a professional liaison with Ministry of Education Central and Regional offices.

WORKING CONDITIONS

- Shared partitioned office. Noise from cafeteria.
- Stress due to time pressures for submission of the various grants.