

**VSLA Grant Coordinator for School Library Leadership
Mentoring Matters Grant
2020**

Job Description

JOB TITLE:

Grant Coordinator

QUALIFICATIONS

- Formal mentor training
- Grant coordination experience
- Member of VSLA
- Member of VT NEA

POSITION OBJECTIVES:

- To support the VSLA Advisory Committee in developing the infrastructure statewide to support the goals of the Mentoring Matters grant.
- To support the VT NEA Director of Professional Programs in processing the grant award

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as liaison between the Regional Coordinators and the Advisory Committee in developing the sustainability of the grant.
- Provide support and resources to previously trained mentors particularly around the AASL standards.
- Provide content for publicity to VSLA and VT NEA social media venues.
- Maintain a website portal for grant information.
- Offer semiannual needs assessment of mentors and new hires to inform the levels of support provided to regional coordinators.
- Provide necessary data to the fiscal agent to generate summative reports.
- Consult with other states wishing to replicate the program.
- Develop materials to share with local administrators, Regional Coordinators, Mentors, and Mentees statewide regarding the states mentorship training for school librarians:
 - Develop semiannual feedback forms for mentors and mentees
 - Accountability forms
 - Communications about the grant.
- Organize professional learning for Mentors over the course of the school year via ZOOM using the following resources as articulated in the grant

- UVM School Library Consultant
- Mentoring Matters author and Miravia Consultant
- VTNEA Director of Professional Programs
- Support the provision of mentoring content for the UVM course
- Support the Advisory Committee in the alignment of the VTNEA and VSLA databases to assure all new librarians are supported.

ACCOUNTABILITY:

Reports to VSLA Advisory Board and CGPS at NEA/VTNEA

STIPEND: \$7,000