

## Roles and Responsibilities

Leah Harrison  
[Grant Writer]

- Grant Writer for...
  - Competitive Grants
  - Local Grants/Donations
  - Federal Grants (as needed)
- Assist with the development of grants that evidence alignment with the School Progress Plans and the Division Strategic Plan
- Supports the monitoring of local grants/donations
- Assist with the compilation of documents for all VDOE and External Monitoring/Audits

Jeff Bernas  
[Accountant]

- Title I Grant Accountant
- Supports all fiduciary aspects of Title I, Part A
- Assist with the compilation of documents for all Title I , Part A VDOE and External Monitoring/Audits