



NEW: Submitted:
07/01/2022 05/24/2022

JOB TITLE:	COORDINATOR FEDERAL PROGRAMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8777
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, Title II, and Title IV programs; researches evidence-based practices that can be used in schools to improve student achievement; provides guidance, monitoring, and support of federal programs in private/nonpublic schools.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supports Title I schools in program planning, implementation, and evaluation of Title I Schoolwide Programs

Assists in planning, developing, and implementing professional development and/or trainings

Provides technical expertise for school and District office staff in implementing Title I, Title II, and Title IV programs

Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services

Collects, compiles, and analyzes school and District data

Disseminates information about federal programs as appropriate

Provides monitoring and consultation for private/nonpublic schools, as needed

Assists in monitoring compliance with Title I, Title II, and Title IV legislation and guidelines

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Associate's degree

Ability to conduct research, maintain accurate records, and meet established deadlines

Ability to work successfully with a variety of programs

Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience with federal or state programs

Demonstrated leadership ability

Experience with continuous improvement planning

Experience in a diverse workplace