

Cape Girardeau Public School District No. 63

Job Description

Job Title: Federal Programs Coordinator

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Deputy Superintendent, Academic Services

Brief Description of Position:

The Federal Programs Coordinator is responsible for managing federal programs operations and coordinating the work efforts to meet the District's federal project activities and goals.

Required Qualifications:

- Master's degree required. Valid Elementary and/or Secondary Teacher and/or Administrator Certificate.
- Minimum of five (5) years successful teaching or administration experience.
- Effective oral and written communication skills.
- Read, interpret, and apply complex rules and regulations.
- Research and grant writing skills.
- Knowledge of categorical programs and funding terms.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Essential Duties and Responsibilities:

- Provide leadership for all phases of Federal programs (e.g., Title I, II, III-Immigrant, III-Limited English Proficient) including development and submission of grant applications.
- Develop and coordinate federal program priorities, activities, and plans with District leadership to insure program efficiency, accountability, and concordance with District goals and school improvement plans.
- Prepare all federal applications and oversees requisitions, expenditures, and budgets for Federal Programs.
- Support central office and building administrators with federal compliance technical assistance regarding legal requirements.
- Assist buildings in preparing School-wide Plans and School Improvement Plans.
- Develop budgets for Federal Programs.
- Monitor and amend budgets for Federal Programs.

- Project federally funded district budget funding and needs beyond current school year.
- Coordinate with District's Finance Department to complete financial reporting requirements.
- Work with district and building federal program advisory committees.
- Prepare and submit required reports to local, state, and federal agencies.
- Evaluate program effectiveness and recommend changes to supervisor.
- Prepare and present program evaluation reports to the Board of Education.
- Participate in school and District committees as needed
- Perform other duties as assigned by supervisor and/or superintendent

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: August 2013