

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Federal Programs Coordinator Department: Instruction

Date: September 2020

Reports To: Director of Federal Projects

Grade: 502

Calendar: 12 Month

Purpose of Job: Provides support for the coordination of federal programs associated with the Every Student Succeeds Act (ESSA) in the Clarksville-Montgomery County School System

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains federal records, inventories, and expenditures.
- Coordinates and evaluates federal programs as related to student achievement.
- Provides technical assistance and support to schools receiving Title I, and Title II funds.
- Monitors compliance with federal policies and federal laws concerning ESSA.
- Maintains records/expenditures for Title I-A, Title I-A-Neglected, Title II-A, Title III, and Title IV.
- Tracks the use of district-level federal funds for substitute teachers and stipends.
- Assists with preparing the Every Student Succeeds Act (ESSA) Consolidated Application via ePlan.
- Provides technical assistance to Non-Public Schools receiving federal funds.
- Partners with the Title I A- Neglected facility administrator to ensure compliance.
- Participates in professional organizations, workshops, and staff development activities and applies learned knowledge to the job; accepts new challenges in a professional manner.
- References the Administrator's Handbook on Education Department General Administrative Regulations (EDGAR) and the Uniform Grants Guidance (adopted Dec 2014) to provide transparent direction for stakeholders.
- Reports to the immediate supervisor about the status of programs, changes in rules, and regulations. Reports to immediate supervisor program and budget recommendations concerning the area of responsibility.
- Serves as liaison to the Business Affairs department in regards to forecasting salaries, benefits, and projecting budgets as it relates to federal programs.
- Reconciles federal program FTE positions as approved within the school and district funded budgets.
- Collaborates with the Human Resources staff in maintaining a current position control report on approved federal positions.
- Assists the State Comptroller auditors and Fiscal Consultants as it relates to annual or scheduled monitoring of federal programs.
- Demonstrates knowledge and proficiency in the use of the internet, email, Microsoft Office, and other computer applications as applicable to job responsibilities.

Federal Programs Coordinator

Additional Job Functions

Knowledge of federal programs' rules and regulations for Title I-A, Title I-Neglected, Title II-A, Title III-A, and Title IV-A. (Performs other duties as required.)

Minimum Training and Experience Required to Perform Essential Job Functions

The Federal Programs Coordinator should hold a bachelor's or master's degree. Experience in managing federal programs/grants is desired. Effective, refined communication skills are essential. The coordinator should possess a willingness to collaborate as well as work well independently.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of the Federal Programs Coordinator. Has general knowledge of the Federal Programs Coordinator and practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Can effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Can assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations, and technical skills. Can use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle the required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up-to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry the weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of the Federal Programs Coordinator. Requires the ability to write reports with proper

Federal Programs Coordinator

format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of the Federal Programs Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, the general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas using spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date