

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title:	Federal & State Programs Coordinator	Exemption Status/Test:	Exempt
Reports to:	Executive Director of Curriculum & Instruction	Admin/Prof Pay Grade:	104 (226 days)
Dept./School:	Curriculum & Instruction	Date Revised:	09/16/2022

Grant Funded Position: 2022-2023

Primary Purpose:

Coordinate the district's federal/special programs. Collaborate with district staff to formulate, develop, implement, monitor, and evaluate federal/special programs. Coordinate and assist with management of the district's Title and State Compensatory Education programs to ensure compliance with fiscal and program accountability standards.

Qualifications:

Education/Certification:

Master's Degree

Texas Principal as Instructional Leader or another appropriate Texas Administrative Certificate

Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Special Knowledge/Skills/Abilities:

Knowledge of federal regulations and state guidance concerning ESSA and SCE programs

Knowledge of title programs application and compliance procedures

Knowledge of program improvement strategies and at-risk indicators

Knowledge of Multi-Tiered Systems of Support (MTSS)

Advanced skill in analyzing financial activities, budget analysis and preparation and applying appropriate resolution to problem situations;

Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, and cooperativeness.

Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and campus administration;

Ability to evaluate programs as related to State and Federal funding

Bilingual, preferred

Experience:

Three years of experience in state and federal programs;

Minimum three years of experience managing special funded program budgets, specifically Federal and State funded programs for a large organization, preferably in a school district

Major Responsibilities and Duties:

ESSA, State Compensatory Education (SCE), and School Health Advisory Council (SHAC)

1. Serve as the district contact for Texas Education Agency (TEA) e-Grant submission/negotiation for consolidated application and amendments for the Federal Every Student Succeeds Act (ESSA) and School Improvement funds.
2. Obtain all required information for Title I, Part A, district application for entitlement; hold informational

and collaboration meetings with private nonprofit schools, determine campus eligibility for Title I, Part A funds; determine campus status (school-wide/targeted assistance); determine off the top programs; and calculate campus allocations.

3. Work with principals and curriculum leaders in budgeting allocable state compensatory and federal entitlement funds, and help monitor the funds and programs to ensure that they are used in a timely and appropriate manner to meet the needs of the appropriately identified current year's students.
4. Facilitate data collection for ESSA and School Improvement entitlement submissions and amendments: application, compliance reports, Gun Free Reports, etc.
5. Lead the School Health Advisory Council (SHAC). Ensure that all guidelines are followed and posted on the district website. Convene additional SHAC meetings as related needs arise.
6. Facilitate district-wide planning for summer school opportunities in collaboration with district and campus leaders. Serve as primary point of contact for summer school preparation and daily coordination while classes are in session. Collect and monitor pre- and post-summer school data to monitor program effectiveness.
7. Communicate and monitor the district and campus Title I requirements for family engagement and serve as the district's primary parent liaison.
8. Work collaboratively to evaluate and revise processes and procedures in working with federal funds.
9. Monitor the allocable use of state and federal funds and the processing of all transactions.
10. Provide guidance, support, and training to campus administrative personnel regarding allowable instructional services and expenditures to assist students who qualify for federal/state programs.
11. Assist campuses and departments with conducting and documenting the comprehensive needs assessment, developing plans to address their identified needs, and the annual evaluation of the Title programs. Coordinate the compilation of student data to ensure data integrity and work closely with campuses to meet student needs.
12. Assist the district and campuses with strategic planning for campus improvement activities using program evaluations, data analysis and needs assessment results utilizing State Compensatory Education (SCE) funds. Demonstrates appropriate use of student achievement data in interpreting, reporting, and acting on results.
13. Communicate the district curriculum, instructional policies, high expectations, accomplishments, goals, and new directions to parents and the community and solicit their input on these instructional issues.
14. Work with curriculum department team members to align proposed expenditures with goals when identifying consultants, specialists, and professional development, or other resources to assist principals, teachers and staff in obtaining objectives.
15. Provide a collaborative environment for continued instructional program design, refinement, and improved educational outcomes based on new approaches and or methodologies and best practice research.
16. Work in collaboration with district leaders to review potential federal/state programs training, updates, and professional development to ensure alignment with district goals and objectives.
17. Coordinate the Annual Title I evaluation and participate in District planning meetings for Title funds. Coordinate the Annual State Compensatory Education evaluation and participate in District planning meetings for SCE funds.

18. Provide on-going monitoring and annual self-assessment of program effectiveness and correction of any areas of deficiency.

Policy, Reports, and Law

19. Review and revise policy, procedures, operating guidelines, forms, routines, and assignments as required to meet state and federal mandates as well as program and district goals.
20. Keep district and campus leaders informed about new federal and state guidelines and laws.
21. Assist in compiling and maintaining all required written reports.
22. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
23. Communicate effectively verbally and in written communication, utilizing tact, professionalism, and diplomacy in order to maintain effective working relationships with district personnel and campus administration.
24. Perform duties with attention to detail, speed, accuracy, follow-through, courtesy, and cooperativeness.
25. Monitor Federal and State program coding through PEIMS.
26. Monitor program usage of Special and Federal funds for educational value and evaluative purposes.
27. Prepare necessary documentation and reports for fiscal accountability. Follow up to correct any discrepancies in a timely fashion.
28. Prepare Title programs application, amendments and compliance reports.
29. Evaluate and ensure District Improvement Plan (DIP) and Campus Improvement Plans (CIPs) are uploaded annually to ensure SCE compliance.
30. Monitor Campus Improvement Plans (CIPs) for Title I campuses.
31. Provide accurate and timely input of all required data for program compliance.
32. Use collaborative decision-making and problem-solving techniques when appropriate.
33. Review and revise applicable program handbooks and forms to ensure compliance.
34. Develop and manage record-keeping systems that provide accurate and timely information.
35. Compile, maintain, and file all reports, records, and other documents as required including auditable records and statements.
36. Ensure protection of records covered by FERPA.
37. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Budget

38. Assist with the Title programs budgeting process including approval of all Title I, II, III and IV fund

expenditures and any other funding programs from State and Federal programs, including ESSER.

39. Manage and monitor of fiscal and program activities. Verify that personnel assignments are coded accurately to reflect the students they serve. Assist with adjusting assignments to ensure that the district tightly adheres to State and Federal rules for allowable services, including supplement vs. supplant rules,
40. Ensure that program costs are reasonable, necessary, allowable, and allocable, and that funds are managed prudently.

Communication

41. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff and/or the community.
42. Coordinate with facilities for neglected and/or delinquent students to provide supplemental program services.
43. Establish positive, collaborative communication systems that keep all parties well informed.
44. Disseminate information regarding current requirements of the state and federal programs.
45. Demonstrates effective interpersonal skills through communications with community, staff and school board.

Community Relations

46. Deals sensitively and fairly with persons from diverse cultural backgrounds.
47. Prepare Coordinate and facilitate Title I family engagement policy. Ensure it is approved and published annually.
48. Coordinate the Private Non-Profit notification, budget planning, monitoring and reporting.
49. Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.

Other

50. Participates in professional organizations and professional development programs and conferences leading to improved job performance and provides leadership in identifying trends and opportunities in the areas involving federal and special programming.
51. Participates in District Improvement Planning.
52. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
53. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession, beginning with demonstrating exceptional leadership of the District's State and Federal Programs.
54. Works collaboratively to coordinate the planning, development and training of high-quality staff development to support district level administrators, principals, teachers, and support staff.

- 55. Follow district safety protocols and emergency procedures.
- 56. Has regular in-person attendance and complies with notification procedures for absences.
- 57. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____