

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/17	<u>COORDINATOR, FEDERAL PROGRAMS</u>	3.11.7
Effective Date	Job Title	Index

### **Primary Function:**

Plans, coordinates, and monitors the implementation and evaluation of federal Elementary and Secondary Education Act (ESEA) programs, including but not limited to: Title IA, Title I Migrant Education, Title X (Homeless), Title VII (Indian Ed.) and Title III English Language Learner and Migrant programs.

### **Supervised By:**

Director of Strategic Initiatives and/or appointed designee(s)

### **Essential Functions:**

- E-1 Plans for and develops program plans and budgets for all grant funded Federal programs including but not limited to: Title IA, Title IC Migrant Education, Title X (Homeless), Title VII (Indian Ed.) and Title III English Language Learner and Migrant programs.
- E-2 Directs the implementation and management of Federal programs/grants in compliance with federal and state laws, regulations and District policy including all activities that directly affect students, staff, and patrons of the programs.
- E-3 Recommends and administers grant funding in order to meet the needs of students, staff, and community in the most effective manner possible.
- E-4 Establishes and maintains cooperative relationships with community agencies and organizations.
- E-5 Develops staff positions in response to grant requirements and through collaboration with school administrators in the hiring, supervision, and placement of grant-funded staff members.
- E-6 Directs the monitoring and evaluation of legislative and legal issues that relate to federal programs.
- E-7 Operates through multiple District staff and community groups to assist in staff selection and placement; to respond to both professional and the public's need for information; to monitor the informal effectiveness of the educational program through personal contact; and plan for correction and revision when necessary.
- E-8 Monitors District and building level implementation of state/federal grants, to ensure compliance with federal and state regulations. Supervises and/or develops pre-service and in-service activities.
- E-9 Hires and supervises state/federal program personnel.
- E-10 Coordinates the identification, assessment, and supplemental service for educationally disadvantaged students.

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

- E-11 Establishes and maintains cooperative relationships with community agencies and organizations, and explores ways and means of using community and school resources to provide services to students.
- E-12 Surveys the District's needs for programs and prepares reports, proposals and recommendations to obtain approval and/or external funding.
- E-13 Supervises preparation of outside funding grant applications for program(s) in area of responsibility.
- E-14 Serves as a liaison between the District, other districts, associations, and state, county, and regional government agencies regarding issues of any of the previously mentioned state/federal programs.
- E-15 Establishes critical communication linkages with both internal and external audiences.
- E-16 Directs the development of recommendations of District policies for services to students within the scope of programs within federal programs.
- E-17 Builds and maintains positive, professional communication with school staff, department staff, parents, the community, and agencies. Coordinates school improvement activities, including planning for and implementation of school-wide and Comprehensive School Reform programs with schools, state agencies, and other district departments.
- E-18 Develops and disseminates program information and materials; makes presentations to interested agencies and community organizations.
- E-19 Coordinates the collection of student data for program assessment and reporting; completes reports for state/federal grants.
- E-20 Plans, writes, implements, and evaluates the effectiveness of state and federally funded grant programs. Prepares reports on program results jointly with planning and evaluation staff.
- E-21 Prepares plans for resource development through private and federal grants.
- E-22 Prepares long and short range plans for state/federal programs and coordinates plans with school, district, state, and federal goals.
- E-23 Provides guidance and leadership to coordinators, program assistants, and specialists in planning programs to meet a variety of special needs; and reviews such plans to ensure compliance with state, federal, and local regulations.

### **Additional Functions**

- A-01 Performs other duties as assigned.

### **Minimum Qualifications:**

- a. A valid and current Oregon Administrator's License
- b. Master's degree or equivalent training
- c. Five (5) years of successful teaching experience resulting in acquired skills in planning, organizing, and controlling a major area of responsibility.
- d. Skill in the identification, development, implementation, and assessment of curriculum and/or instructional programs.

### **Preferred Qualifications**

- a. One (1) or more years of experience in an administrative role

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

**Work Environment:**

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**Term of Employment:**

12 months.

**Salary Level:**

Placement on the Salem-Keizer Public Schools supervisory salary schedule.

**Evaluation:**

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

**I am willing and able to perform the duties of this job:**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_