

ALEXANDER CITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Federal Programs Coordinator

REPORTS TO: Deputy Superintendent

SUPERVISES: N/A

QUALIFICATIONS:

1. Master's degree with current Alabama Certification (School Administration, preferred)
2. Minimum 3 years successful teaching experience
3. Experience working with and administering federal programs preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Alabama school laws, regulations and local School Board policies and procedures as they relate to federal programs.
2. Knowledge of federal guidelines as they relate to accountability and compensatory programs.
3. Knowledge of research, current trends, and best practices related to curriculum and instruction.
4. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to establish and maintain effective working relationships with others.
7. Ability to communicate effectively orally and in writing.
8. Ability to utilize existing and emerging technologies and software.

JOB GOAL:

To assist in insuring maximum effectiveness in the operation of the offices of the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Prepare Consolidated Application for Federal Programs.
3. Maintains budgetary expenditures for all Federal Programs.
4. Organize school and district Federal Programs Committees, to include scheduling, preparing agendas and keeping minutes of the meetings.
5. Maintain required paperwork for state and federal audits required by Federal Programs.
6. Perform clerical duties in the area of professional development as required by Title II.
7. Maintain professional development section of PowerSchool.
8. Manage professional development requests, entry into PowerSchool and awarding of credit.
9. Maintain Professional Development Calendar for the district.
10. Maintain inventory control of federal equipment at the district and school level.
11. Prepare purchase requisitions and other documents related to the procurement of federal materials and equipment.
12. Place orders for materials and supplies purchased with federal funds and maintain sufficient and accurate documentation of purchases.
13. Maintain Teaching and Learning webpage by continuously updating website: Alexcityschools.net.
14. Assists in the budget planning and submission process for the school system's federal funds in collaboration with the Deputy Superintendent, CFSO, school principals, and advisory committees.
15. Assists with program evaluations, operations, management, and strategic planning for system's federal programs.

16. Assists schools as needed with the development and implementation of comprehensive improvement plans, professional development plans, Title I plans, and other plans involving federal funds.
5. Collaborate with the Deputy Superintendent to ensure the successful implementation, compliance and coordination of all Federal Programs.
6. Coordinates in--service and professional development activities for program improvement.
7. Maintain confidentiality of any school system related information and sensitive employee information.
8. Coordinate textbooks for the districts, to include requisitioning, ordering and distribution of textbooks.
9. Coordinate the publishing of the Federal Programs Brochure.
10. Maintain time and effort sheets as required by regulations.
11. Coordinates all federal programs, completing all necessary applications, reports, budgets, evaluations, etc.
12. Write federal Title grants – I, II, III, VI, and others as available.
13. Complete forms for:
 - Migrant Education Program Needs Assessment
 - Emergency Immigrant Student Survey
 - Consolidated Annual Performance Report
 - Annual Survey of Neglected/Delinquent Children and Youth
 - Letters to private schools
 - Private school enrollment
14. Meet with school staff to discuss Title I program requirements.
15. Review Title I plans for all schools.
16. Check comparability every two years.
17. Coordinate Title III and ESL programs at all levels, developing and maintaining plans, forms, ESL lists, folders, procedures, budgets, and other related documents.
18. Evaluate Title II activities, with assistance from Directors of Elementary and Secondary Schools.
19. Coordinate the English as Second Language Program.
20. Maintain EL records and monitoring documents.
21. Organize training for ELL coordinators and Title I teachers.
22. Attends professional development sessions and relevant conferences.
23. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Occasional lifting of up to 20 lbs.

TERMS OF EMPLOYMENT:

12 month/Exempt

EVALUATION:

Performance of this job will be evaluated a minimum of once each year.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____