

JOB DESCRIPTION

Cumberland County School District

FEDERAL PROGRAMS COORDINATOR

Purpose Statement

The job of Federal Programs Coordinator was established for the purpose/s of coordinator/overseeing Federal (Title) Programs/Grants. The basic and broad duty is to implement and coordinate Federal (Title) Programs/Grants in all eligible attendance centers.

This job reports to the Chief Academic Officer

Essential Functions

- Collaborate and work cooperatively with internal and external personnel for the purpose of developing and maintaining services and programs
- Compile data for the development and evaluation of programs
- Comply with legal, administrative and/or financial requirements
- Coordinate operations among eligible schools for the purpose of ensuring that district objectives are achieved and resources are effectively utilized
- Monitor budget allocations, expenditures, and financial activities to ensure that fiscal practices are followed
- Participate in meetings, workshops, and conferences for the purpose of conveying and/or gathering information required to perform functions
- Coordinator assigned program personnel to ensure individual and program performance objectives are met
- Prepare a variety of program related reports in both manual and electronic formats to document activities, convey information and ensure program requirements are met in an effective and timely manner
- Implement programs/grants to conform to district and state instructional objectives
- Develop, evaluate, implement, and maintain services in compliance with established rules, regulations and guidelines.
- Complete and submit district, state, and federal reports in a timely manner
- Meet with regional, state, and/or federal monitors
- Prepare and distribute appropriate project information to school personnel and/or community
- Provide professional development opportunities in core curriculum areas

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

- Specific skilled-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Must communicate with diverse groups in oral or written form, be an effective listener and maintain confidentiality

Able to manage varied projects and programs.
Able to guide and supervise others to accomplish expected results

Responsibility

To effectively and efficiently support the mission of the Cumberland County School System and accomplish all assigned tasks/missions

Working Environment

The work is performed in a hazard-free, clean office environment.
The work is moderately sedentary, but some lifting, walking, bending and driving are required.
Position requires a physical exam to meet health and physical requirements.

Experience

Incumbent shall have at least five years of work-related experience.

Education

Certified candidates shall have a valid Tennessee teacher's license with appropriate endorsement based on a minimum of a master's degree.

Does not qualify for Supervisor Supplement.

Requirement

This is a certified position.

Clearances

Criminaljusticefingerprint/backgroundclearance