



FEDERAL PROGRAMS COORDINATOR

Position Summary:

The purpose of this position is to support the District's goal of providing students with access to a high quality public education. By providing District leadership with high-level complex administrative, accounting and financial services support this position works to support district wide programs funded by federal grants. Activities may include: conducting research, preparing statistical reports, handling information requests, preparing financial projections and budgets, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, and financial grant reporting including preparation of reports for granting authorities.

Under limited supervision, this position provides fiscal service and support for both central office departments as well as individual school personnel. Additionally, this position will respond to inquiries from external auditors and federal, state, and local agencies concerning grant information and compliance.

Supervisory Relationships

This position is supervised by an assigned Director or Administrator within the instruction department. This position does not supervise others, however, may provide task-level leadership to student assistants, interns, and volunteers.

Essential Duties and Responsibilities:

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Perform complex professional level accounting functions including: preparation and review of Title transactions and analysis of accounts.
2. Reconcile grant accounts and distribute information and reports to stakeholders; review and reconcile accounts and fund balances; review documents for accuracy, completeness and uniformity to federal guidelines.
3. Prepare annual title budgets, estimate any carry-over funds from one year to the next.
4. Prepare or assist in the preparation of all applicable fiscal reports for title programs and ensure the timely submission. Monitor expenses, prepare & analyze expenditure forecasts for federal grants.
5. Coordinate with key personnel at all levels of the District to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
6. Develop positive working relationships to foster a collaborative environment for grant coordination.
7. Maintain grant fiscal records and database. Update website as needed.
8. Provide technical assistance to private schools receiving federal funds, oversee budgets and expenditures related to all federal Title programs.
9. Process journal entries for federal programs, assign account codes and monitor charges for reasonableness and compliance. Monitor budget & reconcile credit card accounts, liabilities, and accruals.
10. Oversees targeted projects and researches data for completion of state and federally mandated reports.

11. Monitors budget and funding of Title IA, ID, IIA and III, preparing preliminary annual budgets for Title funds.
12. Prepares invoices and manages accounts for federal programs.
13. Coordinate timecard entry and absence reporting for federal programs.
14. Management of calendars. Interaction with both internal and external stakeholders to coordinate a variety of complex and regular meetings (including travel arrangements).
15. Oversees logistics and communication of monthly Title I meetings, professional development, trainings and other public meetings as required.
16. Develops agendas and minutes and ensures all required materials are distributed to respective stakeholders within established timeline.
17. Assist supervisor with preparation of presentation materials.
18. As requested, research and provide information to immediate supervisor on issues related to federal program compliance.
19. Collects and tracks Title I school compliance materials, instructional intervention spending plans, school improvement plans.
20. Provides assistance and support for team members and projects as needed.
21. Maintains positive and effective working relationships with department staff, students, school personnel and community members from diverse cultures or backgrounds.
22. Maintains regular, prompt, and predictable attendance.

Required Knowledge, Skills and Abilities

1. Working knowledge of federal and state regulations related to area of responsibility.
2. Ability to communicate complex information clearly and concisely both orally and in writing.
3. Ability to conduct internet research skills.
4. Proficient in use of standard office operating tools, including Microsoft office suite or similar software. Ability to use desktop and lap top computers and various other office software programs including comprehensive databases.
5. Ability to remain flexible, effective interpersonal skills, project coordination experience, and the ability to work well with all levels of internal and external stakeholders (e.g. staff, parents, students, and the general public) is required.
6. Ability and willingness to exercise appropriate levels of discretion when handling confidential matters is required.
7. Ability to work accurately in fast-paced environment, under tight work time lines.
8. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
9. Knowledge of District policies and procedures.
10. Ability to anticipate organizational needs, and work independently without direct supervision.
11. Ability to perform work with only general direction and a statement of objectives. Ability to work independently with multiple interruptions throughout the day.
12. Ability to make sound and rational decisions based on available information.

Minimum Qualifications Summary

Education

- Bachelors degree in Business, Accounting, Public Administration or closely field., **and**;

Experience

- At least 4 years of employment experience in the areas of finance, accounting, or project management reflecting the skills identified above.

Preferred Qualifications

- Previous Experience in K-12 public employment
- Training in office management
- Bilingual Spanish/English language skills.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Working Conditions and Physical Requirements

Work is primarily performed indoors in a well-controlled office environment. Frequently moderate to loud noise and frequent interruptions.

The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to remain stationary long periods of time. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

ADDITIONAL INFORMATION	
Employee Unit	Classified
Pay Grade	Grade 15
Work Year	12 Months
Approved by	Karen Hardin, Director of Human Resources
Last revised	November 2022