

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COORDINATOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree (preferred) from an accredited college or university.
- (2) Five (5) years work experience in teaching.
- (3) Supervisory and computer experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively with instructional personnel, school administrators and the community. Ability to handle confidential and sensitive information with a high level of accountability. Ability to work harmoniously with others. Ability to make interpretive decisions that result in consistent practices. Understand Florida Statutes as they relate to Federal grants and funding.

REPORTS TO:

Executive Director of Teaching and Learning

JOB GOAL

To provide professional supervision, assistance and coordination to the schools and district in relation to all Title I and related programs.

SUPERVISES:

Personnel assigned to office.

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervises the SES (Supplemental Educational Services).
- * (2) Supervises the data for Title I and related programs and reports from all schools receiving federal funds.
- * (3) Responsible for required documentation at school and district level of all Title I and related program dollars.
- * (4) Coordinate and attend Title I parent meetings.
- * (5) Attend workshops and continuing education in areas identified at school level that prevented school from making AYP.
- * (6) Responsible for writing and reporting Title I grants.
- * (7) Responsible for Administration and oversight of Title I grant expenditures; including audits and reviews.
- * (8) Coordinate with finance department all federal budgetary planning.
- * (9) Coordinate and plan the integration of Title I programs with Elementary, Secondary and ESE departments.

Coordinator of Federal Programs (Continued)

TERMS OF EMPLOYMENT:

This is an administrative position. Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

Flagler Schools Strategic Framework – Teaching & Learning