BUTLER COUNTY SCHOOLS

FEDERAL PROGRAMS COORDINATOR

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.
(2) Minimum of five (5) years teaching experience.
(3) Valid Alabama certificate in Administration or Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Alabama school laws, regulations and local School Board policies and procedures. Knowledge of federal guidelines as they relate to compensatory programs. Skills in reading and writing evaluation within the job assignment. Ability to relate to a diverse group of people.

REPORTS TO:

Superintendent

JOB GOAL

To plan, develop, direct, implement, and evaluate all functions related to federal programs, elementary curriculum, educational media, adult education/community education and grant programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Coordinate and direct the system's federal projects.
* (2) Coordinate and direct the system's compensatory/remedial programs.
* (3) Provide oversight of all instructional federal programs operating in the system.
* (4) Prepare and coordinate evaluations of assigned programs.
* (5) Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
* (6) Respond to inquiries and concerns in a timely manner.
* (7) Keep supervisor informed of potential problems or unusual events.
* (8) Serve on system, state or community councils or committees as assigned or appropriate.
* (9) Work closely with system and school staffs to support school improvement initiatives and processes.
*(10) Maintain expertise in assigned areas, including laws and rules, as well as current trends and best practices.
*(11) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
*(12) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
*(13) Represent the system in a positive and professional manner.
*(14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

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FEDERAL PROGRAMS COORDINATOR (Continued)

*(15) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(16) Develop annual goals and objectives consistent with and in support of system goals and priorities.
*(17) Assist in implementing the system's goals and strategic commitment.
*(18) Set high standards and expectations and promote professional growth for self and others.
*(19) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(21) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
*(22) May be required to work beyond the 40-hour work week.
(23) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

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