

FEDERAL PROGRAM FACILITATOR



TEACHING AND LEARNING DEPARTMENT

Purpose:

The Federal Program Facilitator performs a variety of tasks assisting in the development, implementation, evaluation, and information reporting of a federal program in order to meet program goals and comply with program requirements.

Reports to: Multilingual Department or Program Administrator

Nature and Scope:

The Federal Program Facilitator performs work of a variable nature in accordance with established procedures and guidelines under general supervision. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision making is required in matters not having established procedures. The incumbent interfaces with students, families, community members, and employees across the district at all levels of the organization.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the district's mission.
2. Identifies, assesses, determines eligibility, and manages enrollment of students for the Federal Program.
3. Provides information and professional development about the Federal Program's requirements, services, and activities to staff, students, families, and the community. Provides information through letters, phone calls, emails, text messages, updating web pages, and other means.
4. Provides analysis of the needs of students enrolled in the Federal Program and the needs of their families and uses the information to inform decisions.
5. Plans, promotes, implements, and evaluates activities and events for students enrolled in the Federal Program and for their families.
6. Provides students in the Federal Program and their families with program resources and information about other community resources.
7. Completes home visits in order to support the Federal Program's identification and recruitment process, share information about the program with students and families, and provide them with program resources and services.
8. Serves as a liaison between the Federal Program, the district, and community partners in order to identify and support additional services for students in the Federal Program and for their families.
9. Provides support to the Federal Program parent/guardian leadership teams.
10. Assists administrators and other staff, students, and families in implementing the Federal Program's district, federal, and state policies, procedures, and regulations.
11. Participates in professional development and other learning opportunities provided by the district, the state, and other organizations related to the program in order to comply with program policies, procedures, and regulations.

12. Assist in the development and improvement of procedures in order to comply with the Federal Program's requirements.
13. Collects, analyzes, manages, and reports information related to the Federal Program. Maintains records and prepares reports related to the program.
14. Maintains effective working relationships with other staff and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, and all other Beaverton School District policies and procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills, and Abilities:

1. Provides support to the Federal Program parent/guardian leadership teams.
2. Assists administrators and other staff, students, and families in implementing the Federal Program's district, federal, and state policies, procedures, and regulations.
3. Participates in professional development and other learning opportunities provided by the district, the state, and other organizations related to the program in order to comply with program policies, procedures, and regulations.
4. Assist in the development and improvement of procedures in order to comply with the Federal Program's requirements.
5. Collects, analyzes, manages, and reports information related to the Federal Program. Maintains records and prepares reports related to the program.
6. Maintains effective working relationships with other staff and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
7. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, and all other Beaverton School District policies and procedures.

Education and Experience:

1. Possession of an Associate's degree in education or a related field.
2. Two years' experience working in the Federal Program or a related program.
3. In lieu of #1 and #2, must have a high school diploma or GED and four years' experience necessary to provide the required knowledge and abilities to perform the job.

Licensing and Special Requirements:

4. Possession of a valid driver's license.

Working Conditions:

The Federal Program Facilitator works primarily indoors within an office building and travels frequently throughout the district. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. Work is sometimes performed outside the regular schedule to support the essential job functions. The incumbent must be able to lift and move supplies and materials up to 30 pounds without assistance. The role requires regular focus on a computer screen. The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling, and standing will be required. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable

diseases. Potential exposures include but are not limited to blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 9-month (212 day) Contract

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 2, 2024

Date Revised: February 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.