

**ST. MARY PARISH SCHOOL BOARD
FEDERAL PROGRAMS LIAISON JOB DESCRIPTION**

POSITION: Federal Programs Liaison

REPORTS TO: Chief Academic Officer

TERMS OF EMPLOYMENT:12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2214

FUNDING: Title I

CLASSIFICATION UNDER FAIR LABOR STANDARDSACTS (FLSA): Exempt

QUALIFICATIONS: Valid Louisiana Teaching Certificate. Certified in Parish or City School Supervisor of Instruction or Educational Leader Level 1 or higher.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Annually prepare and assist in managing district and federal program's annual budgets including any other state and/or federal reports required.
2. Accurately prepare state and district data reports.
3. Coordinate, develop, and monitor Schoolwide plans, policies, and procedures regarding federal programs.
4. Serve as a liaison on implementing and monitoring grants.
5. Serve as a liaison for non-public schools to ensure adherence to state and federal guidelines regarding federal funding for non-public schools.
6. Create and distribute reports in a timely manner to ensure dissemination of accurate information.
7. Provide guidance and assistance to principals of Title I schools.
8. Work directly with schools to effectively coordinate Schoolwide plans, budgets, and fulfillment of federal guidelines.
9. Provide ongoing monitoring of grant-funded programs and expenditures to ensure compliance.
10. Compile and maintain all reports, records, and any other documents required by federal programming.
11. Comply with policies established by federal or state law, Board of Elementary and Secondary Education, and St. Mary Parish School Board policy.
12. Develop and coordinate a continuing evaluation of federal/special programs and implement changes based on findings in collaboration with the Director of Federal Programs.
13. Protect confidentiality of records.
14. Keep abreast of developments and revisions in federal programs by attending professional development opportunities.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
17. Perform all other tasks as may be assigned by the Chief Academic Officer, Superintendent, or designee.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.

8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs. such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ **DATE** _____