

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Federal Programs Specialist  
**Reports To:** Assistant Superintendent of Academic Services

#### **SUMMARY**

Provides general support for the Assistant Superintendent of Academic Services for the District and assists administration and the Board of Education by providing fiscal responsibility, accountability, and administrative support with primary responsibilities in the area of Federal Programs and Grants management.

#### **QUALIFICATIONS/REQUIREMENTS**

- High School Diploma or its equivalent required; Bachelor's Degree preferred.
- Grant writing experience and/or experience working with Federal and Title Programming, or related fields, preferred.
- Grant writing certifications required (currently held or will be required to obtain within one year of hire).
- Ability to work under pressure, with frequent interruptions, and meet deadlines with efficiency and accuracy.
- Independent initiative and decision-making, and ability to maintain confidentiality.
- Detail-oriented with a high degree of follow-through.
- High level of competence in office skills.

#### **ESSENTIAL JOB DUTIES**

- Annually prepares and manages the District and Federal Programs annual budget, final expenditure reports, and any other state and/or federal reports required for District Programs managed by the Academic Services Department.
- Coordinates Title Planning meetings.
- Maintains confidentiality, prioritizes multiple tasks, works effectively under stress, meets short deadlines, and takes direction.
- Researchs, writes, and administers state/federal and independent grant applications.
- Oversees, prepares, and/or submits reports and other documents to appropriate agencies as required by the Department of Elementary and Secondary Education (DESE).
- Submits DESE Budget Grid for Federal Programs and communicates the DESE budget with the WSD Finance Department.
- Maintains compliance throughout the life cycle of the grant(s).
- Coordinates District, Federal and State Compliance Plans, Policies and Procedures for Federal Programs to ensure District compliance.
- Prepares required documents, including purchase orders, related to Federal Programs purchases and various other department purchases, and submits them in a timely manner.
- Enters core data into SISK12 for all Federal Programs requirements.
- Attends required Federal and State Program training conferences as needed.

**ESSENTIAL JOB DUTIES (cont'd)**

- Facilitates the use of translators throughout the District.
- Assists with coordination of the Summer School Program.
- Assists the Academic Services Department in daily, monthly, and yearly tasks.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Assistant Superintendent of Academic Services.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.

**FLSA STATUS**

Exempt