

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

COORDINATOR OF FISCAL SUPPORT GRANT- FUNDED

POSITION: Coordinator of Fiscal Support Grant-Funded

REPORTS TO: Deputy Superintendent of Fiscal & Supporting Services

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general supervision of the Deputy Superintendent of Fiscal & Supporting Services, the Coordinator of Fiscal Support oversees fiscal compliance, support, and overall business operational program coordination for the Departments of Student Services and Special Education. This highly technical position deals with confidential, complex financial internal review and budgeting projects. It involves coordinating, formulating, and assisting in the business operational execution of the Student Services and Special Education programs, maintaining accounting records and analyzing program funds, and ensuring adequate funds for program coverage. The individual in this position will be responsible for coordinating and implementing the accurate financial reporting, business operational oversight of Special Education and Student Services funds, to include Concentration of Poverty in compliance with the Blueprint initiative.

ESSENTIAL FUNCTIONS:

- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Ability to coordinate, implement, and oversee all fiscal requirements to support the Departments of Special Education and Students Services, with specific attention to the Concentration of Poverty schools
- Ability to serve as direct fiscal support to the Community School Coordinators on all fiscal, accounting, purchasing, inventory, and staffing and payroll
- Ability to perform work independently, in a highly sensitive and confidential environment, following the policies and procedures established for the public school system
- Ability to work under rigorous time constraints is required at peak times to meet deadlines

DUTIES AND RESPONSIBILITIES:

- Initiates, monitors, and provides coordinated supervision for fiscal compliance of grant funded programs
- Meets with and provides technical and fiscal advice and assistance to Special Education and

Student Services staff in the compilation of statistical, fiscal, and program information to provide formulation and development of the department budget requests, including the interpretation of budget policies

- Provides regular financial analysis, accounting, project management, and purchasing support to the Departments of Special Education and Student Services
- Engages in program management, evaluation, completion of reports to funding agencies, public relations, and fiscal management of each funded program
- Develops and maintains an updated staffing needs analysis and allocation for both school district employed staff and contractual relationships
- Provides direct supervision to the Fiscal Records Specialist and direct collaborative oversight to the business operational support at the Concentration of Poverty schools
- Works directly and collaboratively with school-based staff, community partners, and other departments, as appropriate
- Demonstrates professional leadership and collaboration in all contacts with system personnel and the public
- Develops and revises policies, regulations, procedures, programs, publications, and operations in support of fiscal efficiencies, internal controls, and compliance for the Departments of Special Education and Student Services
- Develops and conducts professional development sessions to enhance the business operations of current programs and implement new programs
- Represents the school system at federal, state, and local community meetings
- Serves as the on-site backup to the Department of Fiscal Services Coordinators in a variety of capacities, as needed
- Supports the facilitation of business and community partnerships to promote student-centered programs
- Reviews, analyzes, and interprets financial data for budget briefs, Maryland State Department of Education reports, correspondence, and presentations
- Makes recommendations for future initiatives; assists in the implementation of new ideas and financial strategies to support the Departments of Special Education and Students Services
- Prepares Special Education maintenance of effort cost reports for certification and annual fiscal requests required by MSDE
- Participates in audits, providing requested information, review of accounts, preparation, and review of assigned audit statements, and makes recommendations and procedural changes to ensure compliance
- Provides guidance and oversight of financial program management and support to Concentration of Poverty school business operations
- Explores funding opportunities, plans and writes grant proposals to support program initiatives in collaboration with the Departments of Special Education and Student Services
- Serves as a member of various special education and student services teams
- Maintains integrity and confidentiality
- Performs other duties as assigned

QUALIFICATIONS:

Required:

- A Bachelor's Degree
- Five years of leadership and supervision experience
- Five years of project management experience
- Ten years of fiscal management, accounting, estimating, and budget management experience
- Licensing, a credit report, or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

Preferred:

- A Master's Degree

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on SMASA schedule Range C.

BARGAINING UNIT: SMASA

Updated 03.2025, 05.2025