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## ***COORDINATOR FEDERAL PROGRAMS***

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**Position Type:**

DISTRICT LEADERSHIP/COORDINATOR

**Date Posted:**

6/11/2026

**Location:**

Finance: Federal Programs & Grants

**POSITION SUMMARY**

The Coordinator (Federal Programs) provides direction and leadership for the administration, coordinating monitoring of federal programs, including but not limited to Title I-IV, School Improvement 1003(a), Title Private Schools. The coordinator supports the district's vision of educating and empowering Atlanta's students that provides operational, compliance, and technical assistance to schools. The incumbent is responsible for supporting continuous improvement, strategic planning, and the effective implementation of federally funded programs, as well as monitoring and evaluating programs to ensure compliance, maximize resources, and improve student outcomes.

**MINIMUM REQUIREMENTS**

- EDUCATION
  - Bachelor's degree in Education, Public Administration, Public Policy or related field required
  - Master's degree preferred
  - Additional years of equivalent professional experience may be considered in lieu of the degree requirement
- CERTIFICATION:
  - Valid driver's license and availability of private transportation, or the availability to get to off-site meetings
  - Valid Georgia PSC Teaching or Leadership Certificate preferred
- WORK EXPERIENCE:
  - 5 years of progressively responsible work experience in education, program administration or evaluation, federal programs preferred
  - Demonstrated success managing federal funds, budgets, and compliance requirements preferred
  - Supervisory or team leadership role required
  - Experience in K-12 education or public sector preferred

**KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of federal program administration, compliance requirements, and emerging trends affecting federally funded programs
- Understanding of continuous improvement processes, strategic planning, and program monitoring
- Familiarity with federal grant application, implementation, and reporting processes
- Expertise in school finance, budget development, fiscal oversight, and resource allocation
- Ability to analyze program, fiscal, and performance data to support decision-making and continuous improvement
- Strong written and verbal communication skills with the ability to effectively engage diverse audiences
- Capacity to establish and maintain productive working relationships with school leaders, district staff, community partners
- Skill in providing technical assistance, training, and support to strengthen program implementation and compliance
- Proficiency in utilizing and training others in the use of technology to improve efficiency, productivity, and communication
- Demonstrated ability to successfully manage multiple priorities, projects, and deadlines in a fast-paced environment

## **ESSENTIAL DUTIES**

- Coordinates the development, administration, implementation, and oversight of federal programs and related initiatives, including Title I, School Improvement 1003(a), Title I-A Set-Asides and Equitable Services for Private Schools, ensuring compliance with federal regulations and timelines
- Provides direction and leadership to Federal Programs staff by coordinating operational, compliance, and technical assistance activities
- Coordinates monitoring, reporting, and continuous improvement processes for schools receiving federal funds, ensuring compliance, effective program implementation, and positive student outcomes
- Evaluates the effectiveness of school- and district-level federally funded programs through needs assessments, program monitoring, data analysis, and performance reviews, and makes recommendations for improvement
- Develops and reviews school and private school equitable services budgets to align resources with identified needs, improvement goals, and federal program requirements, maximize the impact of available resources, and support timely implementation of federal regulations and timelines
- Coordinates the development and delivery of training, guidance, and support materials to strengthen the implementation of federally funded programs and initiatives
- Supports the development, implementation, monitoring, and evaluation of continuous improvement and strategic planning processes
- Serves as a liaison between the district, state education agency, and external stakeholders to support federal program reporting, and technical assistance activities
- Supervises, evaluates, and holds assigned staff accountable for performance, professionalism, and achievement
- Required to have prompt, regular attendance in person and be available to work on-site during regular business hours
- Performs other duties as assigned by the appropriate administrator or their representative

## **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but not limited to, the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood by others

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 15 or more pounds on a frequent basis.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level equivalent to high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures; understand the order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress and time.

**Additional Work Conditions & Physical Abilities:** Will require travel to multiple sites.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnicity, national origin, marital status, veteran status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, or any other characteristic. Reasonable accommodations may be made for individuals with disabilities in the performance of their essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management may modify, add, or remove duties and assign other duties as necessary.***

## **COMPENSATION:**

Salary Grade: 133

Salary Range: Salary Schedules - Atlanta Public Schools

Work Year: 252 days (Annual)

FMLA regulations require all employers to post the updated FMLA notice.