

Mountain Home Public Schools

Job Description Federal Programs Coordinator

Department: District Administration
Reports To: Superintendent

1 Summary

Is responsible for overseeing and implementing Title I: Improving the Academic Achievement of the Disadvantaged; Title II: Preparing, Training and Recruiting High Quality Teachers and Principals; Title IV: Safe and Drug Free Schools; NSLA: National School Lunch Act; professional development as it pertains to federal programs; and any other federal/state programs as assigned.

2 Essential Duties and Responsibilities

- Administers and monitors all aspects of the Title I, Title IIA, Title IV, NSLA and related professional development programs.
- Prepares and submits all federal and state reports related to each program.
- Assists and advises building principals and district administrators in the implementation and evaluation of state and federal programs.
- Remains current on laws and requirements regarding each program, and meets with related staff to interpret and implement regulations.
- Serves as a liaison with the Arkansas Department of Education in the area of accountability and the school improvement process.
- Coordinates the monitoring of federal and state programs.
- Assists and advises building principals in coordinating the school improvement process and the instructional activities associated with state and federal grants.
- Leads administrators in budgeting and managing federal and state funds.
- Plans and supervises appropriate professional development for program staff.

- Coordinates and facilitates all school improvement plans related to school and academic achievement.
- Coordinates school support teams.
- Assists in data gathering, assessments, and evaluation of federally funded interventions.
- Attends appropriate area and state meetings related to assigned programs.
- Assists in the hiring and assignment process for personnel in federally funded positions.
- Other duties as may be assigned.

3 Supervisor Responsibilities

Manages clerical staff assigned to the federal programs office. Assists building principals with management of personnel in assigned federally funded positions.

4 Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in Sections 4.1–4.6 are representative of the minimum amount of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1 Education and Experience

Bachelors degree.

4.2 Certificates, Licenses, Registrations

Valid Arkansas teaching license, or out-of-state teaching license preferred, but not required.

4.3 Language Skills

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, staff, parents, and the general public.

4.4 Mathematical Skills

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of basic algebra and geometry.

4.5 Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form..

4.6 Other Skills and Abilities

Ability to apply knowledge of current research, government regulations, and theory in specific field. Ability to establish and maintain effective working relationships with staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

5 Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly will sit, walk, and stand. Specific vision abilities required by this job include close vision.

6 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to moderate.

7 Disclaimer

The information contained in this job description complies with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.