**Job Title:** Coordinator Federal Programs, Testing, & Textbook **Wage/Hour Status:** Exempt

**Reports to:** Director Curriculum and Instruction **Pay Grade:**

**Dept./School:** Central Office **Date Revised:**

# Primary Purpose:

Coordinate the district in federal/special programs. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs.

# Qualifications:

Education/Certification:

Bachelor’s degree required

Master’s degree in educational administration or curriculum and instruction preferred

Special Knowledge/Skills:

Ability to organize and coordinate district wide programs

Ability to interpret data

Strong organizational, communication, and interpersonal skills

Familiarity with federal and special program rules and regulations

Experience:

Two years experience in program management

# Major Responsibilities and Duties:

## Program Management

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
2. Inform superintendent or other administration of the effects of current and impending legislation.
3. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs.
4. Prepare and submit standard applications for federal funds to Texas Education Agency (TEA).
5. Evaluate all requests for projects and programs requiring federal/special money.
6. Develop and coordinate a continuing evaluation of the federal/special programs and implement changes based on the findings.

## Consultation

1. Serve as liaison between school and other agencies on joint projects that are federally funded.
2. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.

## Budget and Inventory

1. Solicit federal funds and participate in grant-writing activities to obtain funding for federal/special programs and services.
2. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
3. Ensure that programs are cost effective and that federal/special programs are managed wisely.
4. Compile budget and cost estimates based on documented program needs.

## Policy, Reports, and Law

1. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
2. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Testing**

1. Review and analyze data, including student achievement data, to examine instructional program effectiveness.
2. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs.
3. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives (AEIS).
4. Provide district wide testing and data analysis.
5. Demonstrate responsible fiscal control over assigned program budgets.

# Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Date

Reviewed by Date