



Job Title: Coordinator of
Federal/Special Programs

Wage/Hour Status: Exempt, 226 Days

Reports to: Assistant Superintendent
of Human Resources

Pay Grade: Administrative
Pay Grade 5

Dept. /School: Administration Building

Date Revised: 02/06/2012

Primary Purpose:

Coordinate the district's federal/special programs. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs. Prepare grant proposals for the district. Assist administrators to develop, implement, monitor, and evaluate grant-funded programs

Qualifications:

Education/Certification:

Masters degree
Mid-management Administrator Certification or Principal Certification

Special Knowledge/Skills:

Ability to organize and coordinate district-wide program
Ability to interpret data
Strong organizational, communication, and interpersonal skills
Familiarity with federal and special program rules and regulations
Knowledge of trends, processes, and ethics in grant writing
Demonstrated skills in writing and editing
Ability to analyze complex information and synthesize into readable and persuasive written material
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Ability to meet established deadlines
Ability to work effectively with others
Ability to support team/group decisions

Experience:

Two years experience in program management and/or two years grant composition experience

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.
7. Ensure that campuses conduct migrant identification and recruitment activities.
8. Assist campuses with stocking migrant materials and forms.

Consultation:

9. Serve as liaison between school and other agencies on joint projects that are federally funded.
10. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.
11. Serve as liaison between MISD and the migrant recruiting team at ESC XI.
12. Monitor progress of migrant referrals.

Budget and Inventory:

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

Grant Preparation:

17. Write grant applications, cover correspondence, and other materials according to required format.
18. Prioritize tasks and meet all deadlines for preparation and submission of grant applications and grant-related reports.
19. Obtain information, data, and application forms necessary to fulfill grant requirements.
20. Review the Federal Register, Texas Register, professional journals, and other publications for the announcement of grants and other funding sources and disseminate to administrative staff.

Technical Support:

21. Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to administrators and staff.
22. Provide technical assistance and staff training in the drafting of project proposals and reports, including the writing and development of program goals and objectives, budget, and interpretation of specifications for grant funding.
23. Assist with the evaluation and monitoring of grant-funded programs.
24. Assist staff in maintaining data and writing periodic reports to comply with grant requirements.

Policy, Reports, and Law

25. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
26. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
27. Maintain master files on grants, including a database to track and report all grant activities within the district.
28. Assist with monitoring grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
29. Facilitate intervention meetings and corrective action as required by the State Performance Based Monitoring System (PBMAS) and data validation reviews.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, and copier

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

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