

Killeen Independent School District Job Description

Job Title: Coordinator for State and Federal Programs
Reports To: Assistant Superintendent for Curriculum and Instruction
FLSA Status: Exempt

SUMMARY

Coordinates all aspects of the district's state and federal supplemental initiatives while ensuring compliance and program effectiveness that meets student needs in achieving challenging academic achievement standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Participates in the development of federal programs, to ensure program compliance and assists principals in the implementation of state and federal programs.

Assists in program compliance of district, state and federal supplemental initiatives.

Consults with various members of the district staff to discuss general matters affecting all students taking part in state and federal programs.

Assists in the management of federal programs such as Title I, Title II, Title III, homeless and private, nonprofit schools.

Works cooperatively with the Assistant Superintendent, district staff and campus personnel to provide continuous improvement in program implementation and student achievement.

Manages and monitors special programs budget, approves expenditures for state compensatory and federal programs and approves campus budget amendments.

Assists in planning and implementing professional development programs appropriate to district and program needs.

Organizes and distributes relevant materials to those who would benefit in order to meet program goals.

Assists the Assistant Superintendent to coordinate state and federal programs with campus administrators to meet the needs of identified students.

Collaborates with the Assistant Superintendent to develop grant applications and evaluations and works with federal and state agencies to ensure all reporting requirements are met and provide results to district personnel as appropriate.

Serves as a resource to campus, district staff and community on issues relating to state and federal programs.

Acts as a liaison for a student who is in the conservatorship of the state in facilitating enrollment and/or transfer to a public school within the district.

Assists the Assistant Superintendent as a liaison between the schools, community, parents and students directly involved in the district, state and federal programs.

Prepares accurate reports to meet district, state and federal needs.

Remains current on all federal and state regulations so that special programs are in compliance and meet accreditation requirements.

Participates in the development and interpretation of board policies, procedures, and guidelines.

Assists the Assistant Superintendent for continued program effectiveness and improvement.

Visits special programs on a regular basis.

Completes special assignments and projects, as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Is responsible for the supervision of the Parenting Specialist and others as assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and five years teaching experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

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.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

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