

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR OF GRANTS & FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Bachelor's degree or a minimum of 10 years experience in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

To provide leadership, coordination and support for a system of services to students and to assist the district in meeting comprehensive objectives. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of and ability to operate a personal computer and audio-visual equipment. Knowledge of budgeting and financial management. Ability to supervise people. Ability to plan and present information to the public. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum requirements. Understanding of the Pupil Progression Plan. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to represent the District at State and regional functions.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To coordinate and oversee district grants and federal programs to best meet the needs of students throughout the District.

SUPERVISES:

Title I Secretary

PERFORMANCE RESPONSIBILITIES:

- 1) Plan, prioritize, direct and allocate resources to ensure the implementation of related services, curriculum, and in-service training in order to provide for continuous quality.
- 2) Develop and revise budgets and supervise budgetary expenditures.
- 3) Serve as a member of the District Instructional Team (DIT) to analyze and interpret a variety of state and local data to determine needs for the purpose of program improvement and planning.
- 4) Coordinate the preparation and submission of the annual application and budget for each program.
- 5) Coordinate the preparation and submission of all federal and State reports related to each program.
- 6) Monitor all designated district grants and federal programs.
- 7) Remain current on laws and requirements regarding each program and meet with related staff to interpret and implement regulations.
- 8) Maintain a current property inventory for each program.
- 9) Attend appropriate county, area and State meetings related to the programs
- 10) Prepare all proposals for program funds for review by the Superintendent's Executive Leadership Team.
- 11) Facilitate Title 1 and Migrant Parent Advisory Councils.
- 12) Monitor Schools for adherence to the Title and Migrant guidelines and regulations.
- 13) Confer with administration on curriculum, coordination with project requirements and program administration.
- 14) Develop and implement parent involvement activities.

COORDINATOR OF GRANTS & FEDERAL PROGRAMS(Continued)

- 15) Provide guidance to school leadership in Title 1 school wide program requirements, budget and activity development and implementation. Provide school level support as needed.
- 16) Monitor the evaluation of each program and coordinate program improvement strategies when necessary.
- 17) Prepare all required reports and maintain all appropriate records.
- 18) Perform other incidental tasks consistent with the goals and objectives of this position.
- 19) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 3

Lane A8

Salary Index 0.7103 of the Administrative Salary Schedule

DOE Job Code 63073

~~Revised Board Approval 04/11/2017~~

Revised Board Approval 05/25/2021