

Policy GFABF: Job Description: Federal Programs Coordinator

Status: DRAFT

Original Adopted Date: 07/19/2021 | **Last Reviewed Date:** 10/01/2021

SUMMARY:

The primary purpose of the federal programs coordinator position is to assist with the planning, developing, organizing, implementing, and evaluating of all functions related to federal programs.

ESSENTIAL FUNCTIONS:

- Monitors and maintains federal budgets and expenditures for the federal programs office Title I, II, IV, 1003 School Improvement Grant (SIG), CARES ACT (ESSER I), CRRSA ACT (ESSER II), ARP ACT (ESSER III), and any other mandated grants by the State Education Agency (SEA).
- Creates requisitions for the issuance of purchase orders and keeps record of purchases for all district/school Title I, II, IV, SIG, ESSER I, ESSER II, ESSER III, and any other federal grant expenditures mandated by the SEA.
- Verifies federal program claims for all district-wide Title/SIG/ESSER I, ESSER II, and ESSER III and any other federal grant expenditures for accuracy and ensures submission to the business office.
- Manages and oversees the assignment of duties and audit documentation in Title1Crate and ESSER crate.
- Maintains records of federal correspondence for local, state and federal monitoring and audit requirements.
- Coordinates with administrators, secretaries, bookkeepers, and vendors concerning federal programs grants.
- Maintains and inputs information and/or data regarding federal funding activities using Title1Crate, ESSER Crate, MCAPS, MSIS, Marathon, and any other federal program computer software.
- Organizes and assists with initiating contact with all private schools within the school district to ensure compliance with ESSA regulations, requiring LEAs to provide equitable services to eligible private school students, their teacher, and families.
- Assists with the development of the 1003 School Improvement Plan (SIG), Title I, II, and IV, ESSER I, ESSER II, and ESSER III funding application, and any other mandated grants by the SEA and uploads all district monthly school board reports for 1003 School Improvement (SIG) into MCAPS for grant compliance.
- Maintains fixed assets for all federal grants technology purchases, requests asset numbers from the business office, transfers federal fixed assets, and discards federal fixed assets.
- Coordinates the completion of all quarterly technology maintenance reports, and disseminates requirements to all schools/departments concerning their federally funded fixed assets.
- Attends all TITLE I, II, IV, SIG, ESSER I, ESSER II, and ESSER III and any other federal grant meetings, workshops, and conferences.
- Processes all TITLE I, II, and IV, SIG, ESSER I, ESSER II, and ESSER III federal grants claims in Marathon, and Title1Crate, and ESSER Crate.
- Maintains payroll for the federal programs office in Marathon and maintains all Personnel Activity Reports (PARS) for all federally funded employees throughout the district monthly.
- Processes all recommendations and resignations for federal programs and verifies funding source.
- Maintains spreadsheets of all school board recommendations for all federally funded employees.
- Writes and/or revises federal programs manual, procedures, and forms.
- Oversees/maintains the federal program's website.
- Assists any designated administrator with purchase requisitions, purchase orders, invoices, claims, and any other clerical duties required for federally funded construction projects.
- Collaborates with the Federal Programs Director and any designated administrator overseeing all federally funded construction projects.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE:

- High School diploma
- Two years' experience in federal grants management

SPECIAL QUALIFICATIONS:

Advanced computer skills are required to perform the essential functions of this position. Experience with Mississippi Comprehensive Automated Performance-based System (MCAPS) and Marathon is preferred.

REPORTING STRUCTURE:

This position reports to the Director of Student Services/Federal Programs.

LANGUAGE AND REASONING SKILLS:

The ability to understand written or oral instructions, read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

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. This position requires sitting ~~to sit~~ and standing for moderate periods of time, ~~and~~ the ability to see and hear, ~~and~~ the ability to lift and /or carry up to 25 pounds as needed.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position typically works in a well-lit, climate-controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT:

This is a twelve-month position. Salary is based on Board Policy GGB. This position is funded through federal grants. In the event that ~~F~~ederal funding for this position is no longer available, the district may choose to eliminate this position.

EVALUATION:

Performance in this position will be evaluated by the Director of Student Services/Federal Programs in accordance with the provisions of the Board's policies on evaluations.
