

Kalispell School District #5

Coordinator of Federal Programs and Accountability (3592)

JOB POSTING

Job Details

<i>Title</i>	Coordinator of Federal Programs and Accountability
<i>Posting ID</i>	3592
<i>Description</i>	FTE 1.0

Salary: \$65,000, exempt, benefit eligible, 260 days, 9 holidays, 3 personal days.

Closes October 23, 2022
Interviews to be held November 2, 2022
Anticipated Start by November 21, 2022

Summary:

Under the supervision of the Superintendent, the Coordinator of Federal Programs and Accountability is assigned the responsibility of overseeing Federal Programs in accordance with federal guidelines and district policies among identified KPS and private school sites. Major areas of responsibility are planning, implementing, evaluating, and reporting the Federal Title I, IIA, III, IV, V and VI programs. In addition, the coordinator supports communication flow between departments, helping to ensure compliance with state and federal mandates and grant application requirements; oversees completion of the Montana Office of Public Instruction accreditation, federal Civil Rights Data Collection, and other ancillary components of compliance with the Office of Public Instruction. In addition, this position is responsible for managing the professional development access through the PIR.NET, as well as the district assessment coordinator for state and federal assessment requirements.

Job Responsibilities:

- Communicates regularly with the Superintendent and Assistant Superintendents.
- Provides focus and direction for the District's Federal Grants Program.
- Coordinates and responsible for the writing and submission of federal grants.
- Assist in developing, monitoring, and administering federal program budgets for the purpose of achieving federal program goals efficiently.
- Remains current on federal regulation and program requirements that impact district programs.
- Participates in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budgets for federal funding of programs.
- Evaluates all federal legislation, projects and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
- Organizes and manages Title I; assists in providing/coordinating in-service for Title personnel and other appropriate staff regarding instructional interventions.
- Ensures that the Title program descriptions are communicated to appropriate administrative and Title staff so that all aspects of the programs are in compliance with federal, state, and local standards.
- Supports/oversees building level Title program implementation and requirements for compliance with federal, state, and local standards.
- Prepare reports as required, to include TEAMS, ESSA, CSIP, and OPI Discipline reports.
- Coordinates and serves on federal program committees, both at the building and district level.
- Works with all administrators and staff in developing Title I programs.
- Attends workshops/conferences/meetings to keep current on changes to federal program guidelines, effective schools, interventions, and assessment as authorized by the Superintendent.
- Provides leadership and support as appropriate in promoting achievement of all Board goals and objectives.
- Organizes data and maintains pertinent records.
- Coordinates and manages the District assessment program to include, but not limited to district and state level assessments. Serves as the District Assessment Director - a role

defined by the Office of Public Instruction.

- Manages district and school level data. Coordinates data to be used in school improvement planning as well as state and federal reports.
- Coordinate and support various district partners, such as Montana Digital Academy, and private schools as they relate to Title Funds.
- Any other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to write routine reports and correspondence and speak effectively before employees of the District.
- Ability to work collaboratively with students, parents, other staff members, and the public in advocacy for federal programs.
- Ability to work independently and be self-motivated, highly organized, and detail oriented.
- Ability to develop creative solutions.
- Excellent written/verbal communication, plus organizational and facilitator skills.
- Ability to work in a fast-paced, demanding environment, on multiple projects simultaneously.
- High degree of technology skills in Microsoft/Google Suite, Web-based programs, and online database programs.
- Ability to maintain confidentiality of protected information.
- Other abilities as deemed necessary by the Superintendent.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in a relevant field from an accredited college
- Experience in an educational setting

PREFERED QUALIFICATIONS:

- Supervisory and/or school administrative experience.
- Experience and full understanding of federal program cycles and processes.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. The employee is occasionally required to lift and move up to 40 pounds. The employee is required to travel between district buildings and/or state agencies.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must meet deadlines. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Shift Type
Salary Range
Location

Full-Time
Per Year
GENERAL ADMINISTRATION

Applications Accepted

Start Date **10/03/2022**
End Date **10/23/2022**