

Coosa County Schools Job Description

JOB TITLE: FEDERAL PROGRAMS COORDINATOR

QUALIFICATIONS:

1. Valid Alabama Teaching Certificate and Administrative Certification issued by the Alabama State Department of Education.
2. Experience in mentoring others, strong organization skills, and exceptional computer skills.
3. Cleared background check through FBI and ABI processes.

REPORTS TO: Superintendent

JOB GOAL: To utilize Title I federal funding to the greatest extent possible in order to provide supplemental academic help to students who need it in eligible schools.

PERFORMANCE RESPONSIBILITIES:

1. Attend meetings relevant to compensatory education at both the State and local levels.
2. Act as liaison between state and federal personnel as well as local education personnel.
3. Plan and budget yearly allocations of Title I, II, IV, and V funds.
4. Conduct needs assessments on a yearly basis.
5. Assume responsibility for the writing of proposals and the filing of applications for Title I Part A, II, IV and V.
6. Preview purchase orders submitted and determine approval based on available funding.
7. Evaluate Title I Part A, II, IV and V projects in operation in the system on a regular basis.
8. Remain current on the changing laws and requirements regarding federal funds available to schools.
9. Participate in the recruitment, selection, assignment and evaluation of instructional and clerical staff members who are paid with Title funds.
10. Include and encourage parents of Title I Part A students to take part in the planning, implementation and evaluation of programs.
11. Work with designated committees of principals, teacher, and lay persons in specific programs, projects or course of action.
12. Assist in developing and updated elementary curriculum guides.
13. Assume responsibility for training teachers in the implementation of these guides.
14. Serve as a resource to elementary classroom teachers.
15. Be regular and punctual in attendance.
16. Maintain confidentiality of any school system related information.
17. Maintain proper and professional relationship with other employees.
18. Perform duties in a manner that promotes good public relations.
19. Be familiar with and follow Board of Education policies.
20. Perform other reasonable related duties as needed.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.