

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

<u>COORDINATOR SUPERVISOR OF FEDERAL PROGRAMS</u>
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Required Qualifications:

- Bachelor's Degree in Education or a related field from an accredited institution
- Knowledge of curriculum program design, implementation and evaluation in a variety of content areas
- Knowledge of the operational procedures of federal programs including guidelines and regulations relating to federal programs
- Ability to communicate effectively orally and in writing
- Experience in program administration and supervision

Desired Qualifications:

- Master's Degree in Education or related field
- Three (3) years of previous supervisory experience
- Considerable knowledge of Elementary & Secondary Education Act (1965) regulations and reauthorizations Florida's Differentiated Accountability (DA) Model and Hernando County School District Policy
- Knowledge of accounting principles and practices relating to federal programs

Performance Responsibilities:

- Develop the project applications for Title I, Part A, Title IV, and all associated project amendments
- Coordinate all activities, programs and project components of Title I and Title IV
- Coordinate the efforts of personnel in determining the instructional needs of students in Title I schools, including assisting school leaders with the comprehensive needs assessment through analysis of disaggregated performance data, demographic data, and other pertinent indicators
- Coordinate and integrate Title I resources with the total school program
- Assist in the orientation for new school-based Title I staff
- Determine priorities for meeting instructional needs and supervise the preparation of the project proposals
- Implement procedures to assure that adequate funds, personnel, materials, equipment and evaluation procedures are included in each project proposal

- Coordinate evaluation procedures and improve programs as indicated by evaluation
- Supervise the compilation and dissemination of data and reports necessary for proper operation of school-wide programs
- Perform timely and regular consultation with private schools
- Coordinate and oversee the inventory monitoring process for equipment and materials purchased with Title I and Title IV funds
- Ensure the district's compliance with federal and state laws and regulations
- Collaborate with other federal programs
- Assist school leadership teams with comprehensive needs assessments through analysis of disaggregated student performance data, demographic data, and other pertinent indicators
- Plan and facilitate informational meetings for school and district personnel
- Work with school and district leaders to evaluate federally funded programs
- Supervise Parent, Family, and Community Engagement staff; conduct annual performance evaluations, and make recommendations for appropriate employment action
- Represent the District at state and regional meetings and conferences
- Assist the Director with all other federal funding opportunities, including applications, amendments, monitoring and reporting
- Regularly communicate with the Director of Federal Programs regarding all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Serve as the main contact for Federal Programs in the absence of the Director
- Perform other duties as assigned by the Director of Federal Programs and/or designee

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Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

12-month employment

Grant funded

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category ~~F~~G

Job Code:

63073

Board Approved: 01/20/09

Revised: 07/28/09, 07/27/10, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 12/10/18, 08/13/19,
04/27/21, 07/20/21

~~Coordinator~~Supervisor of Federal Programs