

6-14-22 Workshop Handout
by A. Kennedy
Item # 6.22-0681

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non- Union

ADMINISTRATIVE ASSISTANT—MANAGER OF FEDERAL PROGRAMS

Required Qualifications:

- ~~High school diploma or General Education Diploma (GED)~~ A.A. degree or A.S. degree in related field
- Minimum of five (5) years of federal programs related to accounting and bookkeeping experience
- ~~Knowledge of District policies and procedures, audit processes, state laws, federal laws, and rules related to federal funding bookkeeping and office experience~~
- ~~Ability to record and transcribe minutes~~
- Experience managing large budgets for multiple funding sources across several cost centers via Microsoft Excel and Skyward
- Ability to manage, coordinate, and initiate
- ~~Advanced experience in accounting and bookkeeping procedures~~
- Knowledge of audit procedures, laws, rules and District policies and procedures
- Knowledge of current principles and practices of federal programs
- ~~Ability to organize and manage reports, manuals, correspondence, phone calls, etc.~~
- Working knowledge of purchasing related policies and procedures
- Considerable knowledge of office practices, procedures, equipment, and computer programs materials
- ~~Knowledge of and ability to use necessary computer programs~~
- ~~Ability to demonstrate initiative and independent judgment without direct supervision~~
- ~~Strong written and verbal communication skills~~
- Ability to Experience accurately managing and completing multiple concurrent duties
- Must possess a valid Florida driver's license

Formatted: Strikethrough

Formatted: Strikethrough

Desired Qualifications:

~~Pass typing test of 50 words per minute~~ Experience writing and managing entitlement grants

- Considerable knowledge of managing multiple federal funding sources
- Broad knowledge of the purchasing, human resources, and finance portions of the Skyward software system
- Experience with managing inventory, barcoding, and using Alexandria
- Knowledge of accounting principles and practices relating to federal programs
- Familiarity with the FLDOE Red Book, and FLDOE Green Book
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel, private school administrators, community members, and vendors

Formatted: Indent: Left: 0.4", Hanging: 0.01", No bullets or numbering

Performance Responsibilities:

- Compile information, including but not limited to contracts, funding for personnel, and quotes, to support with grant application completion, budget management, and reporting
- Support the management of all activities, programs and project components related to federal grants
- Manage the budgets for grant funded personnel hired at the school and district level
- Coordinate and integrate federally funded resources with the total school programs
- Direct, coordinate, and initiate purchase requisitions for every Title I, and other grant funded expenditure for all schools and departments
- Support the implementation of procedures to assure that adequate funds, personnel, materials, equipment and evaluation plans are included in each project proposal
- Track expenditures for all District divisions, departments and/or schools receiving Federal grant funds
- Manage the compilation of fiscal reports for U.S. Department of Education, Florida Department of Education, and District divisions and departments
- Ensure that Title I schools comply with all requirements related to the Elementary and Secondary Education Act regulations and reauthorizations
- Ensure the District's compliance with federal and state laws and regulations
- Collaborate with other federal programs to ensure best practices are being used where expenditures are concerned
- Support the implementation of federal programs including extended learning, professional development, monitoring and compliance, and private school program coordination
- Collaborate on the development and implementation of procedures for federal programs
- Regularly communicate and collaborate with the Director and Supervisor of Federal Programs regarding all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Manage all aspects of the formal bid process for schools and departments for all purchases related to federal funded purchases that require formal quotes
- Compile budget amendment, and/or journal entry documentation for the movement of funds to and within department and/or school accounts
- Collaborate with the Monitoring and Compliance Specialist, and the Finance Department to ensure accuracy of accounts
- Collaborate with school administrators to ensure that funds are being used in a timely manner, based on what was approved by the FLDOE
- Support school administrators and department leaders with implementing Federal Programs' required procedures
- Create and maintain project initiative spreadsheets and databases, and budgetary data in Skyward for federally funded grants
- Maintain effective filing system for Federal Programs grants management, accountability documents, correspondence, reports, etc.
- Develop and implement documents for use in Federal Programs, public, and private schools
- Oversee the inventory management process for items ordered with Federal funds
- Manage grant funded items sent for public sale from Federal Programs and schools
- Input and maintain various records and manuals related to policies and procedures for Federal Programs
- Verify data changes for grant-funded personnel, and maintain a spreadsheet that outlines salary changes
- Act as a liaison between the school bookkeepers and the Federal Programs department
- Act as a liaison between the school bookkeepers and the Human Resources department for matters concerning Federally funded personnel hiring, transfers, and additional duty

- Prepare and maintain all work orders related to School Dude
- Maintain service contracts and contact vendors for service when needed
- Submit vendor contracts, agreements and quotes to the Board attorney for review
- Act as the primary contact for vendors
- Support with the consultation process with private schools for equitable services
- Oversee the daily functions of the department when the Director and Supervisor of Federal Programs are not available
- Supervise assigned personnel, conduct annual performance evaluation and make recommendations for appropriate employment action
- Perform other duties as assigned by the Director of Federal Programs and/or designee

Formatted: List Paragraph, Bulleted + Level: 1 +
Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

~~• Perform other duties as assigned by the Director of Federal Programs and/or designee~~

Formatted: Indent Left: 0.4", Hanging: 0.01", Right: 2.46", No bullets or numbering

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 position

Salary:

Salary based upon approved salary schedule – ~~Confidential Level L~~ Professional/Technical/Supervisory Category E

Job Code: 63091

Board Approved: 08/09/11

Revised: 06/10/14, 7/6/2015, 12/10/18, 2/26/19

~~Administrative Assistant~~ — Manager of Federal Programs

**Hernando County School Board
Florida**

FLSA: Exempt, Non- Union

-MANAGER OF FEDERAL PROGRAMS

Required Qualifications:

- A.A. degree or A.S. degree in related field
- Minimum of five (5) years of federal programs related to accounting and bookkeeping experience
- Knowledge of District policies and procedures, audit processes, state laws, federal laws, and rules related to federal funding Experience managing large budgets for multiple funding sources across several cost centers via Microsoft Excel and Skyward
- Ability to manage, coordinate, and initiate
- Knowledge of audit procedures, laws, rules and District policies and procedures
- Knowledge of current principles and practices of federal programs
- Working knowledge of purchasing related policies and procedures
- Considerable knowledge of office practices, procedures, equipment, and computer programs
- ~~Ability to~~ Experience accurately managing and completing multiple concurrent duties
- Must possess a valid Florida driver's license

Desired Qualifications:

- Experience writing and managing entitlement grants
- Considerable knowledge of managing multiple federal funding sources
- Broad knowledge of the purchasing, human resources, and finance portions of the Skyward software system
- Experience with managing inventory, barcoding, and using Alexandria
- Knowledge of accounting principles and practices relating to federal programs
- Familiarity with the FLDOE Red Book, and FLDOE Green Book
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel, private school administrators, community members, and vendors

Performance Responsibilities:

- Compile information, including but not limited to contracts, funding for personnel, and quotes, to support with grant application completion, budget management, and reporting
- Support the management of all activities, programs and project components related to federal grants
- Manage the budgets for grant funded personnel hired at the school and district level
- Coordinate and integrate federally funded resources with the ~~total~~ school programs
- Direct, coordinate, and initiate purchase requisitions for every Title I, and other grant funded expenditure for all schools and departments
- Support the implementation of procedures to assure that adequate funds, personnel, materials, equipment and evaluation plans are included in each project proposal

- Track expenditures for all District divisions, departments and/or schools receiving Federal grant funds
- Manage the compilation of fiscal reports for U.S. Department of Education, Florida Department of Education, and District divisions and departments
- Ensure that Title I schools comply with all requirements related to the Elementary and Secondary Education Act regulations and reauthorizations
- Ensure the District's compliance with federal and state laws and regulations
- Collaborate with other federal programs to ensure best practices are being used where expenditures are concerned
- Support the implementation of federal programs including extended learning, professional development, monitoring and compliance, and private school program coordination
- Collaborate on the development and implementation of procedures for federal programs
- Regularly communicate and collaborate with the Director and Supervisor of Federal Programs regarding all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Manage all aspects of the formal bid process for schools and departments for all purchases related to federal funded purchases that require formal quotes
- Compile budget amendment, and/or journal entry documentation for the movement of funds to and within department and/or school accounts
- Collaborate with the Monitoring and Compliance Specialist, and the Finance Department to ensure accuracy of accounts
- Collaborate with school administrators to ensure that funds are being used in a timely manner, based on what was approved by the FLDOE
- Support school administrators and department leaders with implementing Federal Programs' required procedures
- Create and maintain project initiative spreadsheets and databases, and budgetary data in Skyward for federally funded grants
- Maintain effective filing system for Federal Programs grants management, accountability documents, correspondence, reports, etc.
- Develop and implement documents for use in Federal Programs, public, and private schools
- Oversee the inventory management process for items ordered with Federal funds
- Manage grant funded items sent for public sale from Federal Programs and schools
- Input and maintain various records and manuals related to policies and procedures for Federal Programs
- Verify data changes for grant-funded personnel, and maintain a spreadsheet that outlines salary changes
- Act as a liaison between the school bookkeepers and the Federal Programs department
- Act as a liaison between the school bookkeepers and the Human Resources department for matters concerning Federally funded personnel hiring, transfers, and additional duty
- Prepare and maintain all work orders related to School Dude
- Maintain service contracts and contact vendors for service when needed
- Submit vendor contracts, agreements and quotes to the Board attorney for review
- Act as the primary contact for vendors
- Support with the consultation process with private schools for equitable services
- Oversee the daily functions of the department when the Director and Supervisor of Federal Programs are not available
- Supervise assigned personnel, conduct annual performance evaluation and make recommendations for appropriate employment action
- Perform other duties as assigned by the Director of Federal Programs and/or designee

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 position

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category E

Job Code: 63091

Board Approved: 08/09/11

Revised: 06/10/14, 7/6/2015, 12/10/18, 2/26/19

Manager of Federal Programs

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SUPERVISOR OF FEDERAL PROGRAMS

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

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 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

Supervisor of Federal Programs