

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Federal Programs Coordinator	Reports to: Superintendent
Job Class Code: 0300	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Provide technical assistance to Title I schools
- Monitor compliance with federal policies and federal laws
- Coordinate services for schools identified as Title I
- Maintain records/expenditures for Title I-A, Title II-A, and Title III
- Prepares/Manages Consolidated Applications
- Provide technical assistance to Private Schools receiving federal funds
- Participate in professional organizations, workshops and staff development activities and applies learned knowledge to job; accepts new challenges in a professional manner.
- Reports to immediate supervisor about status of programs, changes in rules and regulations
- Reports to immediate supervisor program and budget recommendations concerning area of responsibility
- Supervises and evaluates assigned personnel
- Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities
- Communicates with private and home schools regarding federal programs
- Prepare/Submit Declaration of Participation for Title I, Title II, Title III, Title VI
- Prepare/Submit/Monitors budgets for Title I, Title II, Title III, Title VI

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Teacher certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.