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| JOB TITLE: | Federal Programs Coordinator | SALARY: DOE |
| | Contracted Services will be considered | |
| REPORTS TO: | Superintendent | HRS: 8 |
| LOCATION: | Kashunamiut School District | No. DAYS: 190 |

Job Title: Federal Programs Coordinator

Reports To: The Superintendent. The Federal Programs Coordinator reports to the Superintendent.
Work performance will be subject to evaluation from the Superintendent.

JOB GOAL: To administer the following programs: Johnson O'Malley, Indian Education, Special Education, Quality Schools, and Migrant Education Grants. Administer other grants as identified and the Federal Elementary and Secondary Education Act (ESEA – Title IA, IC, IIA, IVA).

The Federal Programs Coordinator is directly involved with students, parents, teachers, administration and community organizations/agencies for the purposes of planning, designing, implementing and evaluating the programs to meet the special academic and culturally related needs of the students.

Qualification:

1. Holds type A or type B certificate.
2. Experience, knowledge and training in field of education.
3. At least three years of teaching.
4. Experience and knowledge if Indian Education, JOM and Migrant education.
5. Awareness and knowledge of area culture.
6. Must have strong communication skills.
7. Must be able to work collaboratively.
8. Must be able to plan, design and implement programs under federal guidelines.
9. Must be able to do research and compile data.
10. Experience with budgets.
11. Must have individual initiative.

Responsibilities:

1. Coordinates all aspects of Federal Elementary and Secondary Education Act grants to include preparation and reporting.
2. The Federal Programs Coordinator will work with the staff to promote harmonious and cooperative relations with the administrative staff, the school board, parents, students and the community.
3. Meets on a regular basis with the Parent/Community Action Committee. Prepares the agenda for the meetings. Maintains all records (e.g., agendas, attendance sign in sheets, etc...) and posts and or announces information and materials publicly as required for federal audits.

4. Implements all phases of the programs. Keeps the management and administrative staff informed concerning changes in state and federal laws and board policies as they may affect students and programs provided for students in the assigned area.
5. Develops programs, budget and grant applications or revisions consistent with the annual needs assessment.
6. Supervises and evaluates personnel assigned to work under the Federal Programs Director (e.g., CTE/Perkins Grant Coordinator, Migrant Ed. Grant Coordinator, etc...)
7. Maintains direct involvement with supplemental programs, staff and students.
8. Other duties as assigned.

Employment Terms: Contract based on 190 days; Evaluation - As established by Board Policy.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work and supervise others.
2. Requires computer software proficiency including: Microsoft Office Suite, Google Suite, and email.
3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
4. Requires ability to speak clearly and concisely both in oral and written communication.
5. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
6. Requires ability to perform duties with awareness of all district requirements, Board of Education policies, Alaska State Laws, and Department of Education and Early Development regulations.

Language Skills: Ability to read and interpret documents such as technical diagrams and training instructions, and technical procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving personnel in a professional and competent manner.

Physical Demands: The physical demands described here 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.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

To apply:

1. Pick up an application from the district office Monday through Friday between the hours of 8:00 AM to 5:00 PM or contact Jeanne Campbell at jcampbell@chevakschool.org, 907-858-6195 (office) for more information.
2. Return application to Michelle Night, mnight@chevakschool.org, or turn in at the Kashunamiut School District office.
3. Include 3 references, work experience and education.

4. Must obtain background clearance through the Alaska Department of Public Safety. As per District Policy AR 4112.5, 4212.5, 4312.5, no person(s) who has ever been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the District

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

Revised: 01/21/2025

Approved by: _____ Date: _____
Superintendent Jeanne Campbell