

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
April 15, 2025

2025-26

Job Title:	Coordinator, Federal Programs & Special Projects	Salary:	DOE
Location:	District Office and Districtwide Soldotna, Alaska	# of Days:	208

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**JOB QUALIFICATIONS:** To apply a candidate must have or be eligible to obtain a current Alaska Type B Certification and a current Alaska Teacher Certificate issued by the Alaska Department of Education. Previous federal program administration experience preferred. Must have at least 5 years' experience as a teacher. Good communication skills, problem-solving skills and interpersonal skills required. Must be skilled with technology and data use.

**JOB DESCRIPTION:** The Coordinator, Federal Programs & Special Projects, will support district office Directors by working cooperatively to provide day-to-day management of multiple Federal Programs and other district systems. Federal grant support activities may be related to Title IA, Title IC, Title II, Title III, Title IV, and Title VI of the Elementary and Secondary Education Act. Must be willing to work an alternate schedule that may include after school and Saturday training opportunities. Must be highly organized and able to work cooperatively with multiple departments under evolving expectations and must be able to take complex information and communicate it in clear, consistent, and positive ways.

The successful candidate will assist in applying for, administering, and evaluating the impacts of, federally funded programs in accordance with all relevant laws, regulations, policies and procedures. Plans and carries out activities in support of specific grant objectives, including providing professional development for teachers, tutors, and parents/guardians. Prepares and submits reports to Alaska Department of Education, other granting agencies, and stakeholders as requested by the director, and gathers and analyzes district data to understand program needs and strengths. Works collaboratively with members of the District's Instructional Team to ensure activities are aligned with the district's strategic plan and long-term goals.

Provides leadership and support for school administrators whose students are served by federally funded programs, and for employees who work on grant funded cost objectives and assists others in understanding grant intents and requirements. Provides supervision for other employees and will be responsible for evaluating other employees. May have direct student contact as part of program administration activities. Will have direct parent contact through stakeholder groups, advisory committees, and when responding to parent concerns. Will assist in coordination of committees of teachers, principals, and lay persons in specific programs, projects, or courses of action. Engage in stakeholder consultation. Maintain written records and reports related to duties and assignments and as required by law for compliance.

**CERTIFICATION REQUIREMENTS:** Must have a current Alaska Type B Administrative Certificate issued by the Alaska Department of Education and a current Alaska Teacher Certificate issued by the Alaska Department of Education on/or before the first contract day.

**Language Skills:** Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, parents and the general public.

**Mathematical Skills:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents, and skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and carts. Specific vision abilities required by this job include close vision such as reading handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The employee is consistently required to drive long distances to visit school sites and must be able to fly to remote sites in small 4-6 passenger planes.

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 they 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, equalize peak work periods, or otherwise balance the workload.

**TO APPLY:** Must have a complete application on file.

**PLEASE CONTACT:** Kenai Peninsula Borough School District  
Human Resources  
148 North Binkley  
Soldotna, AK 99669

**LAST DAY TO APPLY:** Until Filled

**\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\***