

Federal Programs Coordinator Job Description 2021-2022 School Year

JOB SUMMARY:

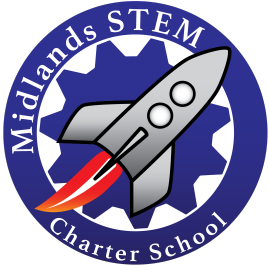
The Federal Programs Coordinator assists Midlands STEM administration and Board of Education by providing fiscal responsibility, accountability and administrative support with primary responsibilities in the area of federal programs, and grants management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality services to employees, students, and patrons of the district.
- Annually prepare and manage state and federal programs annual budget, final expenditure reports, and any other state and/or federal reports required for district programs.
- Oversees the establishment and maintenance of office procedures and record keeping systems.
- Research, write, and administer state/federal and independent grant applications. Maintain compliance throughout the life cycle of the grant(s).
- Coordinates required meetings for federal programs staff and other stakeholders.
- Responsible for processing employee documentation.
- Handles requests for general information, complaints, and inquiries regarding district policies and procedures to ensure efficient operation of the federal programs department.
- Accurately prepares state and district reports from raw data, which includes generating charts and graphs on the computer.
- Oversees, prepares and/or submits reports and other documents to appropriate agencies as required by the Department Education(SCDE).
- Coordinate district, state and federal and state compliance plans, policies and procedures for federal programs to ensure district compliance.
- Creates, copies, and distributes reports in a timely manner to ensure accurate information is distributed properly.
- Assures coordination of both verbal and written information to district employees.
- Completes and monitors the implementation of projects as outlined by district time-lines.
- Attends all federal and state program training conferences as needed.
- Completes special projects as assigned.
- Maintains confidentiality; unquestionable integrity.
- Can prioritize multiple tasks, work effectively under stress, meet short deadlines and take direction.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION AND/OR EXPERIENCE:

- Two year college, technical degree or equivalent from accredited university, preferred.
 - Two or more years of related experience.
 - Accounting experience preferred, but not required.
 - Experience in working effectively with administrators and other staff personnel.
 - Experience with the operation of computers and software.
 - Ability to write accurate reports and business correspondence consistent with the duties of this position.
 - Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.
 - Ability to apply basic algebra and geometry concepts consistent with the duties of this position.
 - 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

- Must have strong communication, computer and interpersonal skills.
- Must have the ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and good grammatical, spelling and punctuation.
- Must pass a written secretarial test.
- Ability to apply knowledge of current research and theory in a specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.