COORDINATOR OF FEDERAL PROGRAMS

JOB DESCRIPTION

DIVISION: Academic Services	**GRADE:** Coordinator
DEPARTMENT: Federal Programs	**WORK DAYS:** 248
REPORTS TO: Director of Federal Programs	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY
To provide leadership in the development, implementation and coordination of the Title I, Migrant and ELL programs.

MINIMUM REQUIREMENTS
• Master's degree from an accredited educational institution
CERTIFICATION: Certification in Educational Leadership
WORK EXPERIENCE: Five (5) years teaching experience to include experience in related fields
PREFERRED QUALIFICATIONS
• Knowledge of local, state and federal guidelines related to field of responsibility • Knowledge of research and best practices in related areas • Ability to supervise people and to relate to staff and community • Ability to analyze and evaluate areas of responsibility and develop strategies for improvement • Ability to communicate orally and in writing • Skill in preparing and submitting required paperwork
SUPERVISES
Title I staff, support staff, secretaries, translator
ESSENTIAL DUTIES
• Coordinate, administer and monitor all aspects of the Title I, Migrant, Neglected & Delinquent and Title IV • Collaborate in the development and monitoring of all Title grants and budgets • Administer Title I, Migrant and Neglected and Delinquent budget and purchases • Communicate and provide technical assistance and support to Title I Principals and school sites • Implement DOE monitoring requirements and collect related documentation for T1PA, C and Neglected and Delinquent grants • Complete annual Department of Education Online report for Title I Part C and Title I part D • Collaborate with Educational Technology regarding data for T1PA comparability data • Collaborate with Educational Technology regarding data for T1PA Public School Eligibility Survey • Conduct and analyze Title I Data Evaluation including District comprehensive Needs Assessment, Migrant and Neglected and Delinquent • Attend county and state meetings related to each program • Perform other duties as assigned **Professionalism:** • Demonstrates prompt and regular attendance

BOARD APPROVED: 06/16/2026

- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum mental requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.