

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Federal Programs Coordinator **Department:** Instruction

Date: March, 2007 **Reports To:** Director of Curriculum and
Instruction

Grade: 61

Purpose of Job: Provide leadership for the facilitation and coordination of federal programs associated with No Child Left Behind in the Clarksville-Montgomery County School System

Essential Duties and Responsibilities: Maintain federal records, inventories, and expenditures. Coordinate and evaluate federal programs as related to student achievement.

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provide technical assistance to Title I schools

Monitor compliance with federal policies and federal laws concerning No Child Left Behind

Coordinate services for The Learning Center and The Learning Center North Parent Centers

Maintain records/expenditures for Title I-A, Title II-A, and Title III

Prepares/Manages No Child Left Behind Consolidated Application

Provide technical assistance to Private Schools receiving federal funds

Homeless Liaison

Immigrant Liaison

Migrant Liaison

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

Additional Job Functions

Instructional Team Member

Elementary Summer Literacy Camp Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree – Administration/Supervision Certificate

Knowledge of Job

Knowledge of federal programs' rules and regulations for Title I-A, Title I-D, Title II-A, Title II-D, Title III-A, Title IV-A, Title V-A, and Title VI-B Subpart 2.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date