



Administrator of Federal Programs and Grants

JOB DESCRIPTION

The Administrator of Federal Programs and Grants, under the direction of the Associate Superintendent of Curriculum and Instruction, works independently to coordinate and monitor the expending of the federal money for all TITLE programs (Titles I, IIa, IIc, III, IV, and V) with local and state mandated initiatives to ensure equitable/comparable expenditure of funds. Also researches and reviews availability of foundation/corporation grants and federal/state grants as indicated by district/campus needs assessments.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree, education field preferred
- Three years of teaching experience or grant writing experience in an educational environment preferred
- Knowledge of budget preparation process preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven skills in grant writing
- Strong organizational, communication (written and oral), and interpersonal skills
- Strong computer skills

DUTIES AND RESPONSIBILITIES

1. Coordinates and collaborates with District staff and outside personnel to formulate, audit, evaluate federal programs
2. Discusses program requirements and sources of funds available with administrative personnel
3. Ensures that fiscal requirements and the resulting monetary impact are identified, analyzed, budgeted and approved
4. Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding
5. Coordinates with fiscal/administrative personnel in preparing narrative justification for budgetary expenditures; submit proposal to Associate Superintendent for Instructional Services for approval
6. Assists appropriate personnel in writing periodic reports to comply with grant requirements; maintain master file on grants
7. Provides professional development for district personnel to learn basic grant writing techniques
8. Evaluates all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
9. Participates in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs
10. Prepares and submits standard applications for federal funds to Texas Education Agency (TEA)
11. Determines which campuses qualify for Title I funding and the allocation to be expended
12. Prepares and analyzes district needs assessments for Titles IIa, IIc, (Star Chart), and IV for planning completion
13. Conducts required consultations with campus administration, District Site-based public schools, and the general public (through newspaper advertising and the district website) to determine the budgetary/program planning process for the completion of the standard application for federal entitlements

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14. Liaisons with non-public schools who qualify for federal funding through the Educational Service Center Region 20 cooperative and through advertisements in local papers and the district website
15. Reviews/monitors all campus requisitions for federal funding to determine that expenditures do not supplant other funding and that requests support the overall comprehensive program of that campus. Manage all federal program purchase orders
16. Prepares and reviews Title I spreadsheets for the campuses at least once each nine week period, to ensure justified expending. Prepare/review/monitor Titles IIa, IIc, III, IV, and V spreadsheets to determine that expenditures are coordinated with local and state monies ensuring fiscal responsibility/cost effectiveness
17. Compiles the list of federally funded staff for the Business Office and Personnel to determine salaries for campus planning purposes
18. Reviews all Campus Improvement Plans to determine that the Title I Schoolwide campus plans include all Title I Components and that all federal spending in all campus plans shows coordination with local and state funding
19. Ensures that students identified as homeless receive support/services through Title I funding with the District's Homeless Liaison's approval and that they are tracked appropriately
20. Collects and analyzes all data needed to complete the e-grant online evaluations for all Title programs and the Gun Free School Report
21. Reports all legislative information to appropriate staff to ensure federal/state compliance procedures are in effect
22. Assists with completion of a grant application to required format, and submits the application for the funding agency
23. Monitors all paperwork connected with grant funded programs so that periodic reports comply with grant requirements
24. Evaluates all requests for projects and programs requiring federal/special money
25. Develops and coordinates a continuing evaluation of the federal/special programs and implements changes based on the findings
26. Serves as liaison between school and other agencies on joint projects that are federally funded
27. Consults with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs
28. Solicits federal funds and participate in grant-writing activities to obtain funding for federal/special programs and services
29. Ensures that programs are cost effective and that federal/special programs are managed wisely
30. Compiles budget and cost estimates based on documented program needs
31. Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including required financial reports to TEA
32. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy
33. Performs duties necessary to submit the District's Performance-Based Monitoring (PBM) data to the Texas Education Agency (TEA) including organizing timeline, training administrative personnel, monitoring submissions, and submitting required data to TEA
34. Compiles District Needs Assessment and oversees the development of the District Plan for federal, state, and local compliance with the District Site Based Committee and department personnel
35. Submits the Highly Qualified annual District report to TEA with data provided by the Human Resources Department

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36. Performs duties necessary to submit the District's annual Comparability Report to the Texas Education Agency, to include making staffing recommendations as needed to ensure comparability of local and state budgeting between Title I and non-Title I campuses
37. Prepares, submits, and evaluates the state applications for Optional Extended Year Program (OEYP) and Student Success Initiative (SSI) grants. Determines which campuses qualify for funding and the allocations to be expended
38. Works in collaboration with the Deputy Superintendent of Instruction and Student Services to monitor all expenditures from the OEYP and SSI state grants
39. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE6

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
7/07/2008*