

Job Title:	External Funding Specialist	Wage/Hour Status:	Exempt
Reports to:	Executive Director Budget and External – Financial Management	Pay Grade:	102
Dept/School:	Budget & External Financial Management Office	Date Revised:	October 28, 2024

Primary Purpose

Support campuses in the fiscal operations of entitlement funds to include developing, maintaining, and monitoring budgets. Assist in the preparation and implementation of the District’s funding, applications, amendments and compliance reporting.

Qualifications

Education/Certification

Bachelor's degree in business administration, public administration, education or related field

Special Knowledge/Skills

- Familiarity with guidelines and regulations governing Every Student Succeeds Act (ESSA) entitlements
- Knowledge of guidelines and regulations governing state compensatory programs (SCE)
- Ability to interpret Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) as required
- Understanding of state and District accounting procedures
- Ability to use data processing applications
- Ability to interpret and analyze policies procedures and data
- Effective organizational and interpersonal skills

Experience

Three (3) years related experience

MAJOR RESPONSIBILITIES AND DUTIES

1. Provide training, guidance and support to campuses and departments in the fiscal operation of entitlement funds.
2. Maintain communication with campuses and/or departments responsible for externally funded programs.
3. Review and monitor all aspects of campus financial activity related to external funds to ensure compliance with federal/state guidelines and grant requirements.
4. Assist with the determination and documentation of staff allocations based on student enrollment projections.
5. Assist in preparing federal/ state documentation within the timelines established by the TEA.
6. Assist in preparing and submitting Federal entitlement applications and evaluations.
7. Assist in managing the general administration of each federal entitlement and state compensatory program to ensure compliance.
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9. Assist in the maintenance of funding to ensure comparability.
10. Assist campus/department personnel in the review and maintenance of data quality assurance.
11. Assist in the maintenance of comprehensive files on federal entitlement and state compensatory education funded programs and services for audit purposes.

Policies, Reports and Law

12. Adhere to District policy and state guidelines in all areas of responsibility
13. Assist in developing and administering procedures and policies related External Funding

Budget and Inventory

14. Assist in the development, review and maintenance of district/campus external funding budgets.

Communication and Community Relations

- 15. Develop a systematic process that responds to campus inquiries.
- 16. Communicate funding guidelines to District personnel and the general public.

Professional Growth and Development

- 17. Serve on job-related and other committees assigned and approved by supervisors.
- 18. Stay current with and ensure staff is informed of the latest research trends and developments in assigned areas of responsibility.
- 19. Participate in professional development activities approved by supervisors.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Ability to manage timelines by adjusting workload and work schedule; ability to accept additional responsibilities assigned by the Executive Director Budget and External – Financial Management

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.