

Job Title:	Title I Acquisition Coordinator	Wage/Hour Status:	Exempt
Reports to:	Executive Director Budget External Funding	Pay Grade:	103
Dept/School:	External Funding	Date Revised:	October 28, 2024

Primary Purpose

Oversee District-wide acquisition processes of entitlement funds. Ensure purchasing plans are aligned with District goals and compliant with federal and state mandates.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Working knowledge of guidelines and regulations governing the Elementary and Secondary Education Act (ESEA) entitlements (NCLB)
- Knowledge of guidelines and regulations governing State Compensatory Programs (SCE)
- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide
- Knowledge of accounting principles and the application of these principles to public school finance
- Ability to use data processing applications including word processing and spreadsheets
- Ability to interpret and analyze policies and procedures
- Ability to research compile, interpret, and analyze data
- Effective communication, public relations, report writing, presentation and interpersonal skills
- Knowledge of program evaluation, application, audit, and compliance

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Provide support in the evaluation and submission of applications for federal and state entitlement and discretionary monies.
2. Assist in compiling, creating and communicating the District external funding budgets.
3. Assist in the coordination, preparation and review of externally funded acquisition processes to support District needs and ensure compliance with federal guidelines.
4. Assist in preparing federal and state documentation within timelines established by the Texas Education Agency.
5. Provide technical support to budget managers, and other District staff in planning, budgeting, acquiring, and monitoring external funds.
6. Assist budget managers to identify and appropriate funding sources for services and assets.
7. Manage and implement procedures, systems, and controls and recommend improvements in design, implementation and maintenance.
8. Create business processes for planning, acquiring, budgeting and monitoring externally funded initiatives.
9. Maintain accurate and auditable records for externally funded programs and services.
10. Prepare related documentation as required by federal and state agencies.
11. Maintain communications with schools and units responsible for externally funded programs.
12. Ensure federal, state and local requirements are followed in the acquisition of assets by reviewing purchase orders for compliance.
13. Maintain and monitor asset inventories and allocate resources to all entities, as needed.

Policies, Reports and Law

14. Adhere to District policy, and federal and state mandates in all areas of responsibility.

Budget and Inventory

15. Assist in preparation and administration of the state and federal budget and funding distributions.
16. Assist in the development, coordination, maintenance, and review of District-wide external funding budgets.

Communication and Community Relations

17. Develop a systemic process that responds to campus, parental, and community inquiries.
18. Communicate funding guidelines to District staff and the general public.

Professional Growth and Development

19. Serve on committees as assigned and approved by supervisor.
20. Stay current with and ensure staff is informed of the latest research trends and developments in assigned areas of responsibility.
21. Participate in professional development activities as approved by supervisor.

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

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.