

**Job Title:** Coordinator Federal State Programs      **Wage/Hour Status:** Exempt  
**Reports to:** Director Federal/State Programs and Fund Development      **Pay Grade:** 105  
**Dept/School:** Federal/State Programs and Fund Development      **Date Revised:** November 1, 2024

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### Primary Purpose

Support campuses and departments in the programmatic facilitation and utilization of entitlement funds to include planning and monitoring State and Federal Program budgets. Assist in the strategic planning, preparation, submission, and oversight of the District's Entitlement Applications.

### Qualifications

#### Education/Certification

Master's Degree preferred  
Valid Texas Teaching Certificate

#### Special Knowledge/Skills

- Working knowledge of 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 Financial Accountability System Resource Guide (FASRG)
- 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 combined experience in ~~two~~ one or more of the following areas: Education, Federal programmatic grant management, programmatic grant compliance and oversight, grant evaluation, grant writing.

### Major Responsibilities and Duties

1. Provide support in the preparation, evaluation, and submission of applications for federal and state entitlement funding.
2. Assist in compiling, creating, and communicating the District's Federal Program budgets.
3. Assist in the review and oversight of Federal Program funding utilization to support District needs and ensure compliance with federal guidelines.
4. Assist in preparing Federal Programs compliance and utilization documentation and reports within timelines established by the Texas Education Agency.
5. Provide programmatic support to budget managers, and other District staff in planning, budgeting, and utilizing Federal Program funds.
6. Provide training, guidance and support to campuses and district staff in the programmatic utilization of Federal Program funding.
7. Assist in strategic collaboration to identify procedures, systems, and controls and recommend improvements in design, implementation, compliance, and maintenance of Federal Program funding.
8. Maintain accurate and required records for Federal Program fund utilization and compliance.
9. Prepare related documentation as required by federal and state agencies.
10. Maintain communications with schools and departments responsible for Federal Program funding.
11. Ensure federal, state, and local requirements are followed in the utilization of State and Federal Program funding.

### Policies, Reports and Law

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

**Budget and Inventory**

- 13. Assist in preparation and administration of the state and federal budget and funding distributions.
- 14. Assist in the development, coordination, maintenance, and review of District-wide Federal Programs budgets.

**Communication and Community Relations**

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

**Professional Growth and Development**

- 17. Serve on committees as assigned and approved by supervisor.
- 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 as approved by supervisor.

**Supervisory Responsibilities**

None

**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

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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: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

Supervisor Signature: \_\_\_\_\_ 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.