

**Job Title:** Senior External Funding Specialist

**Wage/Hour Status:** Exempt

**Reports to:** Director

**Pay Grade:** 104

**Dept. /School:** Budget & External Financial  
Management Office

**Date Revised:** November 1, 2024

---

---

**Primary Purpose**

Assist with the development and administration of the District's Federal and State Entitlement Grant Applications. Provide oversight and support to ensure the entitlement funds are following programmatic intent and use of funds guidelines. Manage and lead diverse and occasionally complex in nature tasks requiring individual analysis and judgement assigned by management team.

**Qualifications**

**Education/Certification**

Bachelor's Degree in Accounting or related field (Education, Finance, Management, Business Administration, etc.)

**Special Knowledge/Skills**

- Familiarity with guidelines and regulations governing Every Student Succeeds Act (ESSA) entitlements
- Familiarity with Federal Grant application and compliance processes
- Familiarity with Federal Acquisition processes of entitlement funds
- 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
- Ability to take initiative and work with minimal supervision
- Ability to demonstrate a high level of personal integrity, a collaborative leadership style, high ethical standards and maintain confidentiality
- Ability to meet aggressive deadlines
- Strong and effective organizational, communication, and interpersonal skills
- Advanced proficiency in Microsoft Excel

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

**Position Control**

1. Assist management team with the coordination, development, and submission of Every Student Succeeds Act (ESSA) Consolidated Grant Application
2. Assist management team with the development and submission of the School Improvement Grant Application
3. Assist management team with the coordination, development, and submission of any additional Federal or State Entitlement or Formula Grant the district may be determined eligible for award
4. Coordinate the development, submission, and maintenance of needs assessments, program provisions & assurances, certifications, and compliance reports for all district Federal or State Entitlement and Formula Grants
5. Assist management team with internal and external random validations and audits
6. Coordinate the development and submission of Federal and State Grant amendments
7. Coordinate and oversee the delivery and signed receipt of all externally funded job descriptions
8. Verify the Affirmation of Consultation with Private Non-Profit Organizations
9. Coordinate the development, submission, and cataloguing of all documents, reports, verifications, and supporting materials to ensure Federal and State compliance for all entitlement funds

10. Assist management team with data compilation, performance tracking, and reporting as needed to evaluate performance efficacy of all entitlement funds
11. Coordinate the collection and entry in TEAMS of economically disadvantaged students at the Community Eligibility Provision (CEP) Schools.
12. Ensure federal, state, and local requirements are followed in the acquisition of assets purchased through entitlement programs
13. Oversee the maintenance and monitoring of asset inventories and the allocation of resources to all entities
14. Work closely with campuses and departments to ensure proper utilization of entitlement funds
15. Assist campuses and departments to ensure use of entitlement funds aligns to district strategic priorities
16. Participate in annual needs assessment process to determine appropriate use of entitlement funds
17. Assist management team with the preparation of strategic use of funds plan based on strategic priorities and established board goals
18. Assist in review of annual training processes to determine areas of greatest need for campuses and departments
19. Assist External Funding staff with the maintenance of funding to ensure comparability
20. Provide training, guidance and support to campuses and departments in the fiscal operation of entitlement funds
21. Maintain communication with campuses and/or departments responsible for externally funded programs
22. Review and monitor all aspects of campus financial activity related to external funds to ensure compliance with federal/state guidelines and grant requirements
23. Perform other duties assigned by supervisor

**Records and Reports**

24. Record, store, and analyze information using accounting software.

**Policy, Reports and Law**

25. Implement policies established by federal and state law, State Board of Education rule and local board policy in the area of campus business operations.
26. Compile, maintain, and file all physical and computerized reports, records and other documents required.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

**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: \_\_\_\_\_

*I have read and understand 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.