

Job Title:	Assistant Director External Funding	Wage/Hour Status:	Exempt
Reports to:	Executive Director	Pay Grade:	106
Dept. /School:	BEFM External Funding	Date Revised:	May 10, 2024

Primary Purpose

Assist in the administration and appropriation of the district's external funding resources in support of improved student academic and social/emotional achievement.

Qualifications**Education/Certification**

Bachelor's Degree with a major in accounting or related field

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide (FASRG)
- Knowledge of generally accepted accounting principles and the application of these principles to public school finance
- Ability to use data processing applications
- Ability to interpret and analyze policies, procedures, and data
- Strong organizational, communication, and interpersonal skills
- Strong analytical skills
- Ability to manage budgets and personnel

Experience

Five (5) years' experience in school district finance and/or budgeting
Two (2) years' experience working with federal funded programs

Major Responsibilities and Duties**Instructional and Program Management**

1. Organize the preparation of federally funded program budgets.
2. Coordinate the gathering of pertinent information from principals, department heads, and other administrators to prepare annual budgets.
3. Apply state and federal guidelines to local program funding to check for supplement versus supplant.
4. Respond to external and internal audits for verification of compliance with all local, state, and federal program applications.
5. Assist in developing and compiling needs assessments for district campuses and departments and uses the data to develop budgets.
6. Initiate collection of data for the completion of federal and state documents.
7. Coordinate externally funded projects with District staff as appropriate.
8. Proofread, edit, and recommend policy changes, as appropriate.
9. Collaborate with Strategy and Accountability Department in collecting and reporting District and private school student data.
10. Monitor services to private schools that qualify for entitlement funding.
11. Assist in negotiating with Texas Education Agency all changes with submitted applications, as per supervisor's approval.
12. Analyze revenues and expenditures to determine receipt and use of budgeted funds.
13. Determine programs requiring evaluations for grant compliance.
14. Perform other duties as assigned by supervisor.

Personnel Management

15. Organize staff development programs for respective departmental staff.
16. Coordinate activities of professional and other personnel.
17. Attend state and federal external funding meetings, as approved by supervisor.
18. Work at developing and maintaining a positive and collaborative climate, inter-regional and inter-departmental.
19. Work at developing and maintaining a positive and collaborative climate, inter-regional and inter-departmental.
20. Conduct performance evaluations for assigned personnel.

- 21. Share responsibilities for staff selection, assignments, and defining performance expectations.
- 22. Support staff to ensure continuous improvement with technical assistance efforts at the campus level, as applicable.

Policy, Reports, and Law

- 23. Adhere to District policy and state guidelines in all areas of responsibility
- 24. Develop and administer procedures and policies related to job assignments.

Budget and Inventory

- 25. Prepare and administer state and federal budgets and funding distributions for the areas of External Funding
- 26. Coordinate and maintain the review and development of district/campus external funding budgets with collaboration of program directors.
- 27. Coordinate with all stakeholders to make effective use of external funds in accordance with state and federal provisions.

Communication and Community Relations

- 28. Develop systematic processes that respond to campus, parental, and community inquiries.
- 29. Communicate funding guidelines to District personnel and public.

Professional Growth and Development

- 30. Serve on job related and other committees, as assigned and approved by supervisor.
- 31. Stay current with and ensure staff are informed of the latest research trends and developments in assigned areas of responsibility.
- 32. Participate in professional development activities approved by supervisors.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions, occasional prolonged and irregular hours; ability to travel.

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 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.