

## JOB Description: Federal and State Program Manager

**Job Title:** Federal and State Program Manager  
**Employment:** Full-time - 12 Months  
**Salary:** Exempt: Classified Salary Schedule EX26  
**Reports to:** Director of Curriculum  
**Supervises:** Assessment Specialist, Grants Management Clerk

### Qualifications:

- High School Graduate or equivalent
- 60 credit hours of higher education or AA degree or higher
- Demonstrate strong supervisory and management skills
- Demonstrates strong writing skills
- Demonstrates understanding of accounting and budgeting principles
- Demonstrates aptitude for planning and budgeting project proposals
- Demonstrates sound and practical decision-making
- Demonstrates strong organizational skills that are detail-oriented
- Communicate with others in a clear and precise manner, problem solving, analyze issues, create plans of action and reach solutions
- Willingness to become knowledgeable regarding select policies, regulations and legal requirements as related to Federal and State Programs/Grants.
- Effectively use a variety of computer programs to include, but not limited to: Excel and complex database programs.
- Demonstrates the ability to analyze data and disseminate program effectiveness
- Demonstrates the ability to work harmoniously and effectively with school personnel, pupils, parents and community

### Essential Functions:

- Responsible for managing all Federal and State grants under the direction of the Director of Educational Services
- Supervise staff in completing assignments and projects
- Evaluate staff on overall work performance
- Responsible for completing Federal and State monitoring related to Federal and State Programs
- Responsible for preparing purchase requisitions and extra duty timesheets as related to Federal and State Programs
- Maintain all records required for monitoring, evaluation and auditing of federal and state programs
- Monitors internal procedures to insure fiscal integrity of program funds in compliance with regulations governing expenditures of such funds
- Develop, implement, and monitor procedures to insure timely submission of applications, amendments, reports, census data and evaluations required for Federal and State Projects
- Represent the District at State meetings related to Federal and State Programs
- Prepare reports and studies for the purpose of providing information to the Board, Superintendent, Director of Business, other staff, and the public
- and/or complying with regulatory requirements and budgets
- Performs managerial duties for the purpose of assisting the Director of Educational Services in the performance of work and the efficient operation of the NCLB and state grant programs.
- Maintains records/files for the purpose of documenting and/or providing reliable information and compliance with all applicable laws, statutes, policies and requirements.
- Composes documents for the purpose of communicating information to school and district personnel, the public, state officials, etc. using correct grammar, spelling and punctuation.
- Perform and apply basic math including calculation of fractions, percent and/or ratios; read and interpret instructions; and understand multiple step instructions.
- Perform multiple technical tasks to manage electronic grant program.
- Prioritize work and make good decisions in the absence of the Director of Educational Services.
- Ability to work under standardized instructions and/or routines; provide information and/or advising others; and operating within a defined budget and/or financial guidelines.

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- Maintains inventory of NCLB supplies for the purpose of ensuring availability of materials when needed.
- Independently researches issues/concerns and brings them to resolution.
- Maintain confidentiality of records, correspondence and conferences
- Regular and punctual attendance required to meet essential function of job responsibilities.
- Other duties as required and assigned by the Director of Educational Services.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally lift/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**How to Apply:** Applications can be obtained from the Balsz School District office via a website at [www.balsz.org](http://www.balsz.org). District employees applying for this position are required to submit an application on the website.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

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## l District Team!

### Exceptional School District:

- Extensive professional development on effective teaching and learning
- Extended Learning Time Calendar
- 200 student contact days
- Early release professional development every Wednesday
- Technology-Enriched Classrooms
- One-to-one Netbook Computers for Students in Grades 6-8
- Technology-Enhanced Curriculum at All Levels
- Teacher Laptop Computers
- On-site Affordable Daycare

### Awards and Recognitions

- 2010 Teacher of the Year for the state of Arizona
- 2012 Rodel Exemplary Teacher
- 2011 AZTEA Technology Director of the Year
- 2010 AZTEA Technology Mentor Teacher of the Year
- 2012 Rodel Exemplary Principal Finalist
- 2012 Rodel Exemplary Principal
- 2012 All Arizona Superintendent for Mid-sized School Districts
- Balsz School 2010 A+ School
- 2011 NCEA Higher Performing School in Arizona
- Phoenix Magazine Best Schools in Arizona
- Balsz Extended Learning Calendar
  - 2012 NSBA Magna Award
  - 2011 Golden Bell Award
  - 2009 ADE Spotlight on Success Award

### Grants

- Ellis Center for Ed. Excellence: \$2,000,000
- Mind Research Grant (ST Math): \$200,000
- Fresh Fruits and Vegetables: \$133,000
- Arizona K-12 Center Master Teacher: \$100,000
- Orangedale Jr. High Technology: \$549,831
- Social Venture Partners: \$15,000
- Encore Fellowship: \$20,000
- Apollo Sustainability Grant: \$15,000

### Business and Non-Profit Partnerships

- Educare Arizona Preschool Building and Program
- Balsz Promise Neighborhood with Valley of the Sun United Way
- Balsz Community Education Foundation
- Balsz Community Neighborhood Partnership
- ON Semiconductor
- Hands On Greater Phoenix Experience Matters Volunteers

### Teacher Compensation Highlights:

- Starting range from \$36,161 to \$49,461, with high of \$73,374
- Up to 5 Years Experience Accepted
- Generous Opportunities to tutor at \$27/hour
- Coaching and Other Extracurricular Stipends Available
- Professional Growth Salary Increases Available
- Bilingual Endorsement pays additional \$1,000/year
- National Board Certification pays additional \$1,000/year
- Special Education Inclusion, Autism, Preschool, or ED pays \$5,000 annual stipend
- Gifted/Talented Assignment pays additional \$3,000/year

### Administrator Benefit Package:

- Fully-Covered Employee and Family Medical Benefits
- Fully-Covered \$100K Employee Life Insurance with Option for Dependent Coverage
- Short-term Disability Insurance
- Contracted rates for dental and vision coverage
- \$1,200 Phone Allowance
- \$1,200 Travel Allowance
- Affordable High-Quality Preschool/Daycare Onsite with Employee Discount

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