TITLE:	**Federal Programs Specialist**	**STATUS:**	**Non-Exempt/At-Will**
REPORTS TO:	**Director of Curriculum and Instruction - Elementary**	**TERMS:**	**223 Days**
DEPARTMENT:	**Elementary Education**	**PAY GRADE:**	**PT8**

PRIMARY PURPOSE:

Assist with the administration and compliance of Title III federally funded programs, including grant management, fiscal oversight, monitoring, and documentation, in accordance with federal, state, and district requirements.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to successfully interact with students, professional employees, and district patrons
Ability to write reports and business correspondence
Organizational skills

Experience:

Experience with clerical or related duties
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse
Lifting: Occasional light lifting and carrying (less than 25 pounds)
Environment: Frequent districtwide travel; occasional statewide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

ESSENTIAL FUNCTIONS:

1. Monitor district and campus implementation of Title III requirements to ensure compliance with ESSA, EDGAR, Uniform Guidance, TEA regulations, and district procedures.
2. Maintain documentation, inventory records, and supporting evidence required for TEA validation, federal monitoring, audits, grant record retention, and inventory verification.
3. Assist with preparation of grant amendments, budget revisions, compliance documentation, and other Title III administrative requirements.

4. Coordinate and assist with all required documentation for travel funded through Title III.
5. Collaborate with other federal program staff to ensure coordination in use of federal grant funds and program compliance.
6. Develop and maintain grant-specific procedures, guidance documents, compliance tools, and internal controls to support the effective administration of federally funded programs.
7. Maintain required certifications and training related to federal program administration.
8. Represent the district professionally in interactions with staff, parents, community members, and outside agencies.
9. Collaborate with the district multilingual department to support the success and removal of barriers for students identified as emergent bilingual, including coordination of services, maintenance of required documentation.
10. Provide administrative assistance to the Director and Specialists in support of program operations for emergent bilingual, immigrant, and migrant students.
11. Process accounts payable invoices, input requisitions, and perform other financial duties for Title III, Title I Part C, and State Bilingual Education accounts as directed.
12. Maintain and update fixed asset and inventory records for the department, ensuring compliance with district guidelines and audit requirements.
13. Serve as the district resource regarding compliance requirements for Title III and other assigned federal programs.
14. Assist with preparation for TEA monitoring, validation reviews, independent audits, and other federal compliance activities.
15. Maintain district federal compliance calendars and monitor required reporting deadlines.
16. Collaborate with the Finance Department to ensure expenditures comply with federal requirements while maintaining responsibility for program compliance rather than accounting functions.
17. Perform other grant administration duties as assigned by the Elementary Director of Curriculum and Instruction.
18. Other duties as assigned.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned upon the availability of funding for the position. If sufficient funding becomes unavailable, my employment is subject to termination or nonrenewal, as applicable.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____ _____

Signature Printed Name

_____

Date