

POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
18714	JOHN W. ENGLISH ADMINISTRATIVE CENTER	\$67,652.00 to \$82,907.00	10/15/2026	Until Filled

POSITION: Supervisor of Federal & State Programs & Grant Compliance (Grant-funded position)

REPORTS TO: Chief Financial Officer

POSITION PROFILE:

Provides leadership, coordination, fiscal oversight, and compliance monitoring for the district and federal and state-funded programs. Ensures grant resources align with District priorities, approved applications, and applicable requirements while supporting student achievement and program outcomes. Serves as a key liaison among school/program leaders, Finance, and federal and state agencies, with responsibility for strong grant budgeting, fiscal monitoring, reconciliation, reporting, documentation, and program compliance.

GRANT STATEMENT: This position is grant funded and at will. Continued employment depends on available funding and District staffing needs. Either the employee or the District may end employment at any time, with or without cause or notice, subject to applicable law. Employment beyond the grant period is not guaranteed.

MINIMUM QUALIFICATIONS:

- Proficiency with Microsoft Office (Excel, Word, Outlook)
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and handle sensitive financial information

QUALIFICATIONS:

- Michigan administrative certification or eligibility preferred.
- Minimum five years of successful professional experience in education, grant administration, finance, governmental programs, or a related area.
- Minimum three years of progressively responsible experience in federal/state grant administration, governmental accounting, grant budgeting, fiscal compliance, or a closely related area, preferably in K-12 education.
- Demonstrated experience with grant development/administration, budget development, expenditure monitoring, reconciliation, reporting, and program evaluation.
- Working knowledge of governmental/fund accounting principles, internal controls, audit readiness, and federal/state grant requirements.
- Strong analytical, organizational, communication, collaboration, and project-management skills; ability to interpret regulations and manage multiple grants and deadlines.

EDUCATION & CERTIFICATION:

- Bachelor's degree from an accredited college or university required.
- Master's degree preferred.

EXPERIENCE:

- Experience with Michigan Department of Education systems and NexSys, GEMS/MARS, Business Plus, or similar grant/financial systems preferred
- Familiarity with financial systems such as BusinessPlus, MUNIS, or similar
- Understanding of public sector purchasing or school district financial processes
- Capital projects procurement preferred
- Excellent communication skills both written and verbal including appropriate telephone etiquette
- Strong analytical skills and attention to detail and accuracy
- Good organizational skills and the ability to multi-task
- Proven ability to foster a supportive work environment
- Ability to be a self-starter, show initiative

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- Evidence of recent professional growth in related areas to the position

RESPONSIBILITIES:

- Provide overall leadership, administration, monitoring, and evaluation of Title I, Title II, Title III, Title IV, Head Start, GSRP, equitable services for private/nonpublic schools, and other assigned federal and state grants.
- Coordinate development and submission of grant applications, plans, budgets, amendments, assurances, reports, and supporting documentation; ensure funded activities align with District priorities, identified needs, and approved grant requirements.
- Develop and monitor grant budgets with the Chief Financial Officer, Finance, and program administrators; monitor and reconcile budgets, expenditures, encumbrances, revenues, available balances, carryover, and spending timelines.
- Review expenditures for allowability, proper documentation, approved purpose, and budget alignment; collaborate with
- Finance, Payroll, Purchasing, Accounts Payable, Human Resources, and program staff to resolve discrepancies and support accurate reporting.
- Monitor underspending, overspending, carryover, periods of availability, and other fiscal conditions; initiate amendments or corrective actions as needed and coordinate periodic and year-end reconciliation and grant closeout with Finance.
- Maintain fiscal and programmatic documentation, internal controls, compliance calendars, and monitoring processes; support financial audits, single audits, state/federal monitoring reviews, corrective actions, and audit readiness.
- Interpret and communicate federal/state laws, regulations, guidance, and grant requirements; provide technical assistance and training to principals, administrators, and staff regarding allowable uses, compliance, and grant-management practices.
- Coordinate program implementation, school/District improvement strategies, stakeholder engagement, and equitable services requirements; monitor progress toward program goals and required outcomes.
- Analyze financial, programmatic, and student performance data to evaluate effectiveness, identify needs, and recommend improvements; prepare reports and presentations for District leadership and other stakeholders.
- Maintain productive relationships with the Michigan Department of Education and other applicable agencies; represent the District at relevant meetings and professional activities and perform other related duties assigned by the Chief

Working Relationships:

Reports directly to the Chief Financial Officer and works closely with Finance, Curriculum and Instruction, Human Resources, Purchasing, Payroll, Accounts Payable, school administrators, program staff, and other departments to maintain clear coordination between programmatic responsibility and fiscal accountability.

CORE COMPETENCIES:

Grant fiscal management | Financial analysis & reconciliation | Federal/state compliance | Budget monitoring | Internal controls; audit readiness | Program administration; evaluation | Regulatory interpretation | Data-informed decision-making | Cross-functional collaboration

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

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Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: **BLUEPRINT CORE COMPETENCIES**

HOW TO APPLY: Click on the following link: [Recruiting & Hiring - Southfield Public Schools Online Application](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.