

**School District of Santa Rosa County**  
**Job Description**  
**Coordinator of Federal Programs**

**Reports To:** Director of Federal Programs  
**FLSA Status:** Exempt  
**Department:** Curriculum, Instruction & Assessment  
**Prepared by:** Human Resources  
**Date:** February 11, 2022  
**Job Code:** 13035

**Primary Duties and Responsibilities (Essential Functions):**

- Direct the development and implementation of Federal programs as assigned
- Coordinate with other personnel assigned to Federal program responsibilities to assure integration of program goals and objectives
- Evaluate ongoing needs for expansion of assigned programs
- Monitor implementation and evaluation of assigned programs
- Assist in determining procedures and criteria for staffing students into instructional strategies and programs
- Develop effective and relevant entry and exit criteria for staffing students into instructional strategies and programs
- Develop and implement record-keeping procedures to keep data required by statutes
- Prepare all required applications, reports, and maintain all appropriate records
- Develop and implement varied staff development activities for assigned programs
- Coordinate with Transportation, Food Service, Student Services, Exceptional Student Education, and other programs as needed in screening and the provision of special services for students in assigned programs
- Serve as a liaison, maintain organizational responsibilities, and serve on various community committees, as assigned, related to job responsibilities as the expansion of services to students and their families
- Assist with interpretation and coordination of State and Federal guidelines related to assigned programs and school safety
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- Travel to District schools and other locations as required
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

- Director of Federal Programs

**Supervision Exercised:**

- Federal program staff as assigned

**Minimum Qualifications & Skills Required:**

- Master's Degree or higher from an accredited educational institution
- Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal

### **Preferred Qualifications & Skills:**

- Three years' experience working in a school designated as Title I

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Administrative Salary Schedule
- 12 months
- 8 hours/day
- Grant Funded Position

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.