



Job Title: **Federal Programs Coordinator**

Department: **Office of Federal and State Programs**

Supervisor: **Director of Federal and State Programs**

Lane Placement: **Administrative Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Federal Programs Coordinator is responsible for assisting with the development and implementation of the Title I School Improvement Program and Title III English Language Acquisition program, with a focus on improving quality instruction and student achievement. The Coordinator will provide proactive support to schools, participate in program evaluation, and work collaboratively with community and school stakeholders to increase student achievement.

ESSENTIAL FUNCTIONS

- Assist in the analysis and management of student, teacher and school data.
- Participate as a member of the District Support Team for Schools in Improvement.
- Assist in the appraisal of the global educational needs of students, teachers, and federally funded district programs; participate in the refinement of plans to support students who are economically disadvantaged, or culturally and linguistically diverse.
- Assist in the interpretation and dissemination of educational programs to students who are Limited English Proficient, their parents, district employees, the community and the media; assist in responding to problems and concerns, and assist in building a parent-school partnership regarding the education of each child.
- Assist in the development of translation services.
- Assist in the development of a community advisory board for the parents of English Language Learners and other interested stakeholders.
- Assist in the training, supervision and evaluation of ESL assistants and other employees, as assigned.
- Assist in the review of School Alternative Language Service Plans for compliance with federal, state and district policies and to ensure students are provided with appropriate services.
- Keep abreast of trends and developments in ESL and multicultural curriculum, instruction, and assessment; provide professional leadership by including this information in district wide discussions, planning and advocacy.
- Work collaboratively with the K-16 Evidence-Based Learning staff to plan and provide systematic personnel development for CSD educators related to appropriate instructional strategies to increase student achievement.
- Assist in the implementation of the Canyons ESL Endorsement Program.
- Assist in the screening and diagnosis of LEP students with disabilities prior to placement in Special Education. Assist in developing appropriate strategies and supports for students served with an IEP.
- Assist as assigned in writing grants and coordinating with the Utah State Office of Education, community groups and other educational entities.
- Complete special assignments as assigned.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Master's Degree required.
- Valid Utah teaching license with ESL endorsement; Administrative license preferred.
- Requires minimum of five years of previous job related work experience with demonstrated competence.
- Substantial knowledge of and experience working with federal programs.
- Substantial knowledge of and experience implementing evidence-based programs, validated best practices and school improvement reforms.
- Demonstrated proficiency in teaching and facilitating adult learners, supervision of employees and data management.
- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons; the ability to work in a team environment with an unrelenting focus on issues of equity, access and instructional excellence for improved student achievement.
- Must have outstanding organizational skills, personal initiative, excellent verbal and written skills, strong work ethic and professional demeanor. Must also possess a great sense of humor, ability to manage multiple priorities and willingness to continually learn new information and skills.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, PowerPoint, etc.) and experience with budget management applications.
- Ability to speak Spanish helpful.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to operate motor vehicles.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org