



JOB TITLE	DEPARTMENT	REPORTS TO
Manager – Federal and Special Programs (Grant Funded)	Office of Teaching and Learning / Federal Programs	Director of Federal Programs

Position No: 75010	Length of Work Year: 12 Months
Salary Schedule: N08	Date Approved: 7/14/09
FSLA: Exempt	Date Revised: 10/1/14; 5/12/17

JOB GOAL
To assist the Director of Federal Programs in managing and monitoring Every Student Succeeds Act (ESSA) programs, specifically all aspects of the initiatives funded by Title I Part A, the Title I School Improvement grant. The Manager of Federal and Special Programs serves in a collaborative role between district administration, school administration and the Florida Department of Education and serves to ensure compliance with the provisions of ESSA programs, Uniform Grant Guidance regulations and develop strategies for continued program improvement.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree from an accredited college or university, Master's Degree preferred. 2. Proven ability in grant compliance and budget management. 3. Minimum of five (5) years managing large grants or a minimum of five (5) years progressive experience working in finance and accounting. 4. Knowledge of Title I current and future provisions and requirements of the Every Student Succeeds Act (ESSA) and related Florida Statutes, State Board Rules, and Federal Regulations. 5. Knowledge of the Uniform Grant Guidance. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Work with Title I Principals and School District administrators to ensure that the federal resources provided through Title I support increased student achievement for all Title I students. 2. Coordinate programs and fiscal aspects of Title I to meet the requirements of the Every Student Succeeds Act (ESSA). 3. Develop project applications, applicable budgets, and amendments for Title I, A and D, federal school improvement grants and other federal grants as required. 4. Oversee the budgets of Title I, and other federal budgets as required. 5. Coordinate the development and submission of all necessary reports and records for Title I and other projects to ensure that specified timelines are met. 6. Assist schools in the development of their Title I budgets and in the implementation of school wide projects. 7. Assist the Director of Federal Programs in conducting a continuous program review of Title I and other projects through the identification and monitoring of program performance indicators and ongoing review of projects to ensure that program activities are consistent with stated goals and objectives. 8. Assist district and school personnel in resolving issues related to ESSA and other projects. 9. Supervise the tracking of school Title I related budgets and school allocations. 10. Supervise department and school expenditures to ensure compliance with federal and state regulations.

11. Prepare responses to specific requests for program information for Title I programs as directed.
12. Develop and implement procedures to ensure monitoring requirements are met at the district and school levels.
13. Coordinates with the district grant developer in the creation of grants for Title I schools.
14. Keep professional skills updated by attending appropriate state, federal and local workshops and conferences.
15. Performs such other tasks and assumes such other responsibilities as the Supervisor may assign.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.