



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

Position No: 63101	Length of Work Year: 12 Months
Salary Schedule: N05B or N05M	Date Approved: 8/12/22
FSLA: Exempt	Date Revised:

JOB GOAL
To assist the Executive Director of Federal Programs in monitoring the Elementary and Secondary Emergency Relief (ESSER II, ARP ESSER) funds; specifically, all aspects of the initiatives funded with the ESSER funds. The Specialist - Federal and Special Programs serves in a collaborative role between Grant Administrators, the Finance Department 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 three (3) years managing large grants or a minimum of three (3) years progressive experience working in finance and accounting. 4. Knowledge of 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 ESSER Grant Stakeholders and District administrators to ensure that the federal resources provided through the ESSER grants are used in support of the objectives of the ESSER grants. 2. Coordinate programs and fiscal aspects of the ESSER grants to meet the requirements of Every Student Succeeds Act (ESSA). 3. Develop project applications, applicable budgets, and amendments for ESSER grants and other federal grants as required. 4. Work with the Manager of Federal and Special Programs to oversee the budgets of the ESSER grants and other federal budgets as required. 5. Work with the Manager of Federal and Special Programs to coordinate the development and submission of all necessary reports and records for the ESSER grants and other projects to ensure that specified timelines are met. 6. Assist District departments in the use and development of their ESSER budgets and in the implementation of ESSER funded projects. 7. Assist the Executive Director of Federal and Special Programs in conducting a continuous program review of the ESSER grants 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 personnel in resolving issues related to ESSA and other projects. 9. Supervise the tracking of ESSER related budgets.

11. Assist in the preparation of responses to specific requests for program information for ESSER programs.
12. Coordinates with the district Grant Development Manager in the response to ESSER Request for Proposals (RFP) and Request for Applications (RFA)
13. Keep professional skills updated by attending appropriate state, federal and local workshops and conferences.
14. 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.