

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Federal Programs Administrator	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Elementary Curriculum Director
EDUCATION:	Bachelor's Degree or Higher Three Years of Teaching Experience Appropriate Oregon Administrative Credentials	FLSA Status: Exempt
LENGTH OF WORK YEAR:	215 days	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>The Federal Programs Administrator serves as an educational leader within the Curriculum Department and is responsible for managing various federal grants and implementing the associated programs. These programs include, but are not limited to: Title 1, English Learners, Migrant Education, and McKinney Vento/Homeless. The Federal Program Administrator will supervise members of the district team including EL Teachers.</p> <p>Primary Function:</p> <p>Provide leadership, advocacy, and expertise in managing and drafting federal title grants and necessary reports. Draft and maintain grant budgets. Analyzing district data for areas of improvement. Assisting with school and district improvement plans. Supervising and evaluating assigned teachers and staff. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>	

ESSENTIAL JOB RESPONSIBILITIES

1. Promote and instill a student-centered vision ensuring all learners have a fair, equal, and significant opportunity to obtain a high-quality education. Coordinate and evaluate federal programs with an emphasis on equity and student achievement.
2. Support English Learners attainment of English proficiency and overall academic achievement.
3. In partnership with the district test coordinator, train and coordinate proctors for the required assessment of students, specifically the ELPA.
4. Collaborate with principals, district administrators, coordinators, staff, SOESD and ODE to ensure the completion and quality implementation of federal programs on behalf of KCSD.
5. Prepare and submit annual applications and budgets on behalf of the district.
6. Maintain plans, reports, budgets, and inventories associated with federal grants and title funds.
7. Monitor district and school compliance with federal and state laws and policies pertaining to the grants, funds, and programs you oversee.
8. Supervise and coordinate district services for English learners, migrant, and homeless students in coordination with the elementary and secondary curriculum directors.
9. Organize and facilitate parent committees as required.
10. Maintain awareness and expertise in federal program requirements and serves as a professional liaison between KCSD, other school districts and educational agencies.
11. Provide technical assistance for private schools receiving federal funds.
12. Coordinate summer school activities.
13. Supervise and evaluate district teachers and staff as assigned, specifically EL teachers and staff.
14. Able and willing to provide professional development to district administrators and staff.
15. Must be competent using technology and professional software such as Office Suite, Zoom, and email.
16. Must be competent and comfortable as a public speaker.
17. Must be a team oriented worker willing to take on additional duties as necessary to improve teaching and learning.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 20 lbs.					
If required, lifts over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: 5-20 feet Type of Surface: (i.e. level, carpet, tile): Vinyl Floor					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside 95 % of the time	/ Works Outside 5 % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing

Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	2	6
Standing			X			1	1
Walking			X			1	1
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Prepared by: _____ Date: _____
Director of Human Resources

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____