



**Chickasha Public Schools
Job Description**

Job Title: Federal Programs Coordinator

Qualifications: Bachelor's degree. Master's degree preferred. Teacher certification as set by state certification authorities. Administrator certification preferred. Previous experience as a teacher and/or administrator preferred.

Reports To: Executive Director of Student Services, Assistant Superintendent, Superintendent

FLSA Status: Exempt

Assists: All teachers and administrators.

Performance Responsibilities:

District Leadership: Provides visionary leadership for the district's federal programs. Assists the Executive Director of Student Services and school sites in the development and coordination of federal program plans and services.

Essential Job Functions: The duties listed below are not intended to depict all tasks required by this position.

- Assists the Executive Director of Student Services with State and Federal reports.
- Assists with creating procedures and processes for the different programs within Federal Programs- English Learners, Title 1, McKinney-Vento, Foster Care, etc.
- Work with site McKinney-Vento liaisons to address the needs of students identified as Homeless; including but not limited to education barriers and supports.
- Work with district EL contacts to address supports needed to improve domains of listening, speaking, reading, and writing.
- Work with district Title 1 contacts and/or Instructional Coaches to ensure student intervention strategies are utilized and documented.
- Assist in the development, implementation, and monitoring of the Consolidated District Academic Plan.
- Assist in the development, implementation, and monitoring of site Title 1 plans.
- Assumes other duties and assignments as identified by the Executive Director of Student Services and/or Superintendent.

Skills, Knowledge, and Abilities:

- Communication skills (oral and written).
- Basic communication skills to exchange information.
- Give/receive simple to more complex instructions and responses to inquiries.
- Is computer proficient.

Physical Requirements:

- Good health and high energy level
- Some bending and stooping
- Ability to reach above shoulder level

- Some climbing of short ladders
- Ability to tolerate a stressful environment
- Ability to lift objects weighing 10 lbs or more

TERMS OF EMPLOYMENT:

Number of days and compensation determined by the Superintendent. The determining factor for terms of employment will be district-approved work calendars, which are associated with salary schedules.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.

Employee Signature

Date