

# Hobbs Municipal Schools

## Job Description

**Position:** Coordinator of Federal Programs

**Supervisor:** Superintendent/designee

**General Job Description:** To plan, develop, direct, implement, and evaluate all functions related to federal programs, adult/community education, and grant programs.

**Qualifications:**

1. Master's degree and NM licensure in Administration, or eligible to obtain.
2. Knowledge of Federal, State, and District guidelines as they apply to Public Schools.
3. Ability to relate to a diverse group of people and maintain a positive perspective.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Coordinate the district's federal programs.
2. Provide oversight of the instructional federal programs operating in the district.
3. Prepare, coordinate, and monitor federal applications.
4. Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities.
5. Respond to inquiries and concerns in a timely manner.
6. Keep supervisor informed of potential problems or unusual events.
7. Serve on district, state, or community committees as assigned.
8. Work closely with district and campus staffs to support school improvement initiatives and processes.
9. Maintain expertise in assigned areas, including laws and rules; as well as, trends in best practices.
10. Facilitate the funding of staff development in assigned areas.
11. Attend training sessions, conferences, and workshops as assigned.
12. Maintain appropriate federal compliance documents.
13. Prepare and oversee the preparation of all required reports and maintain all required documents.
14. Utilize appropriate strategies to make decisions regarding planning, utilization of funds, and delivering services.
15. Perform other tasks and duties as assigned.

**Work Environment:**

Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be able to interact with the public and staff in a tactful and cooperative manner. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work extended work hours and be able to travel. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, pushing, pulling and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture and equipment may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn how to operate current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.