Primary Purpose:
Assist the Executive Director of Curriculum and Instruction with the distribution and monitoring of program budgets/programs for addressing student improvement through the use of state and federal funded budgets/programs.

Qualifications:

Education/Certification:
Master’s degree from an accredited college or university (preferred)

Special Knowledge/Skills:
- Working knowledge of compensatory federal/state programs
- Extensive knowledge of the methods, procedures, and techniques used to ensure compliance with federal/state grants.
- Extensive knowledge of the methods, procedures, and techniques used to ensure compliance No Child Left Behind (NCLB).
- Knowledge of school district programs and grants
- Ability to use personal computer and software to develop spreadsheets, databases and do word processing.
- Ability to meet established deadlines.
- Working knowledge of school board policy, administrative regulations and program directives concerning accounting and payroll procedures.
- Strong organizational, communication, presentation and interpersonal skills.
- Ability to establish and maintain effective working relationships with university personnel, State and Federal agencies, and private organizations.
- Ability to work with staff teams to analyze complex information and develop solutions.

Experience:
Minimum of three years school district federal and state compensatory programs.
Minimum of two years working in an administrative and/or supervisory role at a campus and/or central office level.
Prior teaching experience (preferred)

Major Responsibilities and Duties:
Coor of Compensatory Education Services

1. Serve as the district contact for Texas Education Agency (TEA) e-Grant submission/negotiation of consolidated application and amendments for the federal No Child Left Behind (NCLB) and School Improvement funds.

2. Obtain all required information for Title I, Part A district application for entitlement: hold informational and collaboration meetings with private nonprofit schools, determine campus eligibility for Title I, Part A funds, determine campus status (school-wide/targeted assistance), conduct No Child Left Behind (NCLB) Advisory Committee meetings, determine off the top programs, calculate campus allocations.

3. Work with principals in budgeting allocable state compensatory and federal entitlement funds and help monitor the funds to see that they are used in a timely manner to meet the needs of the current year’s students.

4. Facilitate data collection for NCLB and School Improvement entitlement submissions and amendments: application, compliance reports, Highly Qualified Teacher Reports, Gun Free Reports, etc.

5. Facilitate NCLB Annual Yearly Progress (AYP) district/campuses in needs improvement: “school choice”, budget set-asides at district and campus level, professional development opportunities, applications for improvement funds, and district/campus improvement actions.

6. Facilitate district-wide planning for summer school opportunities.

7. Communicate and monitor the district and campus Title I requirements for parental involvement.

8. Structure and implement a district plan for working with Providers of Supplemental Educational Services; support campuses in the implementation of SES; and supervise and monitor student SES Providers assignment, parent communications, and Provider invoices in the EZSES system.

9. Work collaboratively to evaluate and revise processes and procedures in working with federal funds.

10. Monitor the allocable use of state and federal funds and the processing of all transactions.

11. Participate as a member of the curriculum and accountability department.

12. Perform other duties as assigned.

Supervisory Responsibilities:
Secretary

Equipment Used:
Macintosh and PC computers and related equipment.
**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. Frequent in and out of district travel. Office environment, fast pace, people intensive.

**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.

**ACKNOWLEDGMENT**

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

__________________________
Employee Signature

__________________________
Date

__________
Printed Name

__________
Employee ID #

**Non Discrimination Statement**

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.