

# Job Responsibilities

Official title is “District Compliance/Federal Programs Coordinator

Responsibilities:

- ✓ Federal Programs
  - FGMS – Federal Applications
  - Needs Assessments
  - State Reports
  - Monitor budget and carryover
  
- ✓ ADE Compliance
  - Monitor Commissioner’s Memo for annual report deadlines
  
- ✓ District School Improvement Chair
  - Administration and fiscal management of Federal Programs
    - Title I
    - Title IIA
    - Carl Perkins facilitator for OUR Coop
    - Title IV
    - Title V
    - Special Education
  - Administration and fiscal management of Categorical Funds
  - School Improvement Indistar: Assess, Plan, Monitor: District and Building Plans
  - Provide ideas for school-improvement funding (software, technology, etc...)
  
- ✓ Process Purchase Orders
  - High School
  - Middle School
  - Elementary
  - Pre-School
  - Technology Department
  - Curriculum Director
  
- ✓ FEMA Developments
  - Safe Room
  - Disaster Relief
  
- ✓ Budget Development internally
  - Title I
  - Title IIA
  - Title IV

- Title V
- Categorical Funds
  
- ✓ Assist Technology Department as needed
  - Budget
  - Purchases
  - Bid Process/Assessments
  
- ✓ Arkansas Continuity of Operations (ACOO) Coordinator
  
- ✓ Civil Rights Data Collection Coordinator
  
- ✓ Office of Civil Rights Visit Coordinator
  
- ✓ ARMAC Coordinator (Arkansas Medicaid Administrative Claiming)
  
- ✓ Create Documentation as needed, i.e.
  - Technology Plan
  - Security User Policy
  - ESL Handbook
  - Homeless Handbook
  
- ✓ Paraprofessional Compliance Coordinator
  
- ✓ District ESL Coordinator
  
- ✓ District Parent Involvement Coordinator
  - Work with school Parent Facilitators
  - Submit as required by ADE Parent Involvement Plans
  - District Title I Meeting
  
- ✓ Coordinate Standards/Assurance Accreditation Status
  
- ✓ District Monitoring Project Director
  - Standards/Assurance
  - School Improvement
  - School District Website Compliance
  - Annual Report to the Public
  
- ✓ Website
  - School Level Improvement Plans
  - Annual Report to the Public
  - Parent, Family, & Community Engagement School & District Plans
  - ESOL Program Handbook
  - McKinney Vento Homeless Policy

- Student Handbook
  - Health & Wellness Priority (Schools and District)
  - School Level Improvement Plans
- ✓ Travel
  - Federal Coordinators
  - ESL
  - AASBO/CASBO
  - As Needed
- ✓ District Wellness Chairperson
- ✓ District Homeless/Runaway Liaison/Duplicate Enrollment
- ✓ District Grievance Coordinator
- ✓ District Migrant Coordinator
- ✓ District Foster Care Coordinator
- ✓ District Standards and Assurance Coordinator
- ✓ District Grant Writer
- ✓ Grant Writing Assistance
  - City of Flippin
  - Community
- ✓ Assist various entities throughout the district as needed and issues arise