

Position: Federal Program Coordinator
Term: Full-time/11 Months
Classification: Certified
Location: Administration
Supervisory: No
Reports to: Executive Director of Student Services

Qualifications:

Master's Degree, required; Valid Missouri Teaching Certificate, required; Missouri certification in areas of English and/or Language Arts, preferred; Preference given to candidates that have verifiable experience with Scholastic's Read 180 and System 44.; Candidate needs to have a working understanding of Title I.A programs and managements. Must have understanding of School-wide Programming and development combined with an established history of leadership and collaboration skills. Must be familiar with state testing programs, including NWEA and MAP.

Joplin schools is looking for a Federal Programs Coordinator. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions:

- Demonstrates knowledge of the ESSA and the Missouri Learning Standards and knowledge of School Board polices, regulations and procedures.
- Exhibits considerable knowledge of the needs of Title I students from diversified backgrounds and various learning abilities and styles.
- Demonstrates an understanding of the job requirements and principles of effective techniques for at-risk students.

- Displays professionalism when working with others, including parents and members of the community and strong organizational skills and the ability to submit reports on time.
- Communicate and collaborate effectively with school division personnel, administrative and instructional staff, and to provide timely feedback on issues.
- Analyze data used to evaluate the effectiveness of the program; ability to develop, organize, and provide in-service training for personnel.
- Assist in District-wide state testing programs, NWEA and MAP
- Assumes other responsibilities assigned by the Executive Director of Student Services.

Physical Demands

An individual who holds this position must have the ability to:

- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in an office environment. Occasionally the individual will be in a school environment that is noisy and active.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.