Coordinator of Special Programs

**JOB TITLE:** Coordinator Special Programs  
**STATUS:** Exempt

**REPORTS TO:** Assistant Superintendent of Curriculum & Instruction  
**TERMS:** 226

**DEPARTMENT:** Service Center  
**PAY GRADE:** Professional 2

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**Primary Purpose:**
Coordinate major special program areas related to state & federal programs. Ensure compliance with all Title, state & federal, mandates, and effectively monitor program personnel, funds, and available resources to enhance instructional programs. Oversee assessment and accountability, textbooks, and district planning processes.

**Qualifications:**

**Education/Certification:**
- Master’s degree from an approved educational institution preferred
- Valid Texas Teaching Certificate
- Valid Texas Administrator/Management Certification preferred

**Special Knowledge/Skills:**
- Ability to organize and coordinate district wide program
- Demonstrated knowledge of curriculum and instruction
- Ability to interpret data to evaluate instructional programs
- Knowledge of strategies and materials for the education of various student population students
- Strong organizational, communication, public relations and interpersonal skills
- Ability to work well with a diverse population

**Experience:**
- Five years of Teaching
- Campus and/or District Level Administrator
- Experience Preferred

**MAJOR AREAS OF RESPONSIBILITY**

- Title Programs
- State & Federal Programs (Including Grants)
- Assessment and Accountability
- Textbooks
- Planning and Needs Assessments (Including Campus & District Improvement Plans)
RESPONSIBILITIES

SPECIAL PROGRAMS:

- Stays informed of Federal appropriations for educational programs in which SISD may be eligible to participate.
- Prepares applications and amendments for projects funded within the guidelines of all Title, Bilingual/ESL, and other applicable state & federal programs.
- Provides information to all personnel connected with Title and other applicable state & federal programs.
- Administer and monitor all aspects of the Title and other applicable state & federal programs.
- Prepare and submit the annual project and budget for each Title and other applicable state & federal programs to the Business Office.
- Remain current on laws and requirements regarding each Title and other applicable state & federal programs, and meet with related staff to interpret and implement regulations.
- Represents SISD at workshops and meetings on local, district, state and national levels relating to Title, state & federal programs.
- Ensure compliance with the program description, program implementation, and budgets for Title and other applicable state & federal programs.
- Monitor and participate in the identification of schools and selection of students for each program.
- Provide input in the use of student records and related identification forms associated with Title, Bilingual/ESL, and other applicable state & federal programs.
- Monitor schools for adherence to the Title and other applicable state & federal program guidelines and regulations.
- Facilitate the integration of Title and other applicable state & federal programs with other instructional programs and services.
- Assist in the development of administrative guidelines and district procedures and policies related to Title and other applicable state & federal programs.
- Prepare all required reports and maintain all appropriate records related to Title and other applicable state & federal programs.
- Administer budgets for Title, and other applicable state & federal programs.
- Provide support and coordination of the planning process for developing and administering a comprehensive needs assessment, as well as the planning processes for district and campus improvement plans.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Develop and coordinate a continuing evaluation of Title and other applicable state & federal programs based on the findings from comprehensive needs assessment data.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy, as well as all other program guidelines and laws related to Title, and other applicable state & federal programs.
- Directs and analyzes annual comprehensive needs assessment data to plan strategic and ongoing professional development in special program areas.
- Ensure compliance with all federal, state and district mandates and guidelines and effectively utilize program personnel, funds, and available resources to enhance the instructional special programs.
Coordinator of Special Programs

- Possess a working knowledge of all state assessment programs and their accountability implications.
- Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major instructional programs supported by student assessment data.
- Report information and data related to state and federal accountability
- Direct textbook proclamations through all phases.
- Present to the School Board as needed.
- Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

**Environment:** Work inside, may work outside; regular districtwide travel to student homes

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by ___________________________ Date ___________________________

Received by ___________________________ Date ___________________________

6/06/2017