**Coordinator of Services for Students with Dyslexia Grant**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Humanities **Classification:** Professional

**Dept/Campus:** Instructional Services **Paygrade:** P3

**Wage/Hr Status:** Exempt **Revised:** June 2018

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Coordinate the Services for Students with Dyslexia Grant and other special programs and collaborate with district and campus staff as well as outside agencies to formulate, develop, implement, monitor and evaluate grant and special programs.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree

Preferred Teacher and Principal Certification

**Special Knowledge/Skills:**

Knowledge of school district organization, operations, and administrative policies

Evidence of system accountability and budgeting processes

Excellent and effective organization, communication, and interpersonal skills

Familiarity with federal and special program rules and regulations

Ability to collaborate effectively and efficiently with district and campus staff and outside agencies and personnel

Calm and patient demeanor

Ability to interpret data and meet established deadlines

**Experience:**

Two years experience in program management preferably in public school environment

Preferred experience as a certified teacher in a public school setting

Program Management and supervisor experience a plus

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Articulate the Services for Students with Dyslexia Grant’s vision, mission, and objectives to staff, administrators, students, families and community leaders to generate support in identifying problems and generate solutions through collaborative discussions.
2. Create, publish, and implement effective procedures and policies to ensure an effective program.
3. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
4. Ensure that programs are cost effective and that federal/state/grant monies are maximized for the benefit of the students.
5. Compile budget and cost estimates based on documented program needs.
6. Keep administration and personnel involved in grant informed of current grant guidelines, changes, implementation, and funding.
7. Prepare and submit required documents to TEA and other entities as required by the grant complying with required deadlines.
8. Responsible for the grant evaluation for effectiveness and as required in the grant.
9. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
11. Develop, organize, plan and implement after school activities and special programs.
12. Work with classroom teachers and campus personnel to coordinate academic services and other services for each student served.
13. Review student data, including but not limited to, student progress and failure reports in order to assist with program design and meeting individual needs of students.
14. Responsible for organization of staffing, food, transportation, schedules, activities for after school events and special programs.
15. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations as assigned.
16. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
17. Maintain strict confidentiality.

**EQUIPMENT USED:**

#### Personal computer, typewriter, printer, fax, copier, scanner and calculator

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental & Physical Demands:**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, working with others in a non-coercive manner, maintain a clear focus on customer service.

Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; prolonged use of computer; frequent interruptions; ability to reposition and transport 50lbs. Occasional prolonged and irregular hours. Ability to work flexible hours based on extended day and summer program.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date