JOB TITLE:	COORDINATOR ~~FEDERAL PROGRAMS~~ GRANTS
DIVISION	~~ACADEMICS~~ AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8777
BARGAINING UNIT:	CLAP

REVISED:
07/01/2026
~~03/19/2025~~

Submitted:
06/09/2026
~~03/18/2025~~

SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring ~~of Title I, II and Title IV programs;~~ grant programs. ~~c~~ Collaborates with schools and other district departments to ensure ~~federal compliance documents and~~ procedures are maintained~~; researches evidence-based practices that can be used in schools to improve parent and family engagement; assists with the planning and coordination of extended learning programs~~. Assists in the preparation of District grant budgets and other fiscal documents. Responsible for problem solving for school/programs and serves as a liaison for cost centers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Supports schools and district departments in program planning, implementation, and evaluation of federal and extended learning programs~~ Provides technical expertise for school and District office staff in implementing grant funds and guidelines

~~Assists in planning, developing, and implementing professional development and/or trainings~~

~~Provides technical expertise for school and District office staff in implementing Title II and Title IV programs~~

Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services

Collects, compiles, and analyzes school and District data; prepares detailed reports and spreadsheets

Disseminates information about federal programs as appropriate

Assists in monitoring compliance with ~~Title II and Title IV~~ legislation and individual grant guidelines

~~Assists in the planning, coordination, and implementation of extended learning programs~~ Maintains Position Control and staff allocations for grant funded positions and communicates changes to appropriate departments/locations.

~~Assists schools with effective planning to utilize Title I Parent & Family Engagement funds to support of parent and family engagement programs~~ Reviews, maintains, and implements amendments, reporting and tracking systems.

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires regular reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Associate's degree
Three (3) years of experience in Financial and/or budget planning
Personal and mainframe computer experience
Ability to conduct research, maintain accurate records, and meet established deadlines
Ability to work successfully with a variety of programs
Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience with federal or state programs
Demonstrated leadership ability
Experience with continuous improvement planning
Experience in a diverse workplace

JOB TITLE:	COORDINATOR GRANTS
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8777
BARGAINING UNIT:	CLAP

REVISED: 07/01/2026

Submitted: 06/09/2026

SCOPE OF RESPONSIBILITIES

Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring grant programs. Collaborates with schools and other district departments to ensure procedures are maintained. Assists in the preparation of District grant budgets and other fiscal documents. Responsible for problem solving for school/programs and serves as a liaison for cost centers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides technical expertise for school and District office staff in implementing grant funds and guidelines
- Consults with personnel at schools and District offices on selection, implementation, and evaluation of instructional programs and services
- Collects, compiles, and analyzes school and District data; prepares detailed reports and spreadsheets
- Disseminates information about federal programs as appropriate
- Assists in monitoring compliance with legislation and individual grant guidelines
- Maintains Position Control and staff allocations for grant funded positions and communicates changes to appropriate departments/locations.
- Reviews, maintains, and implements amendments, reporting and tracking systems.
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires regular reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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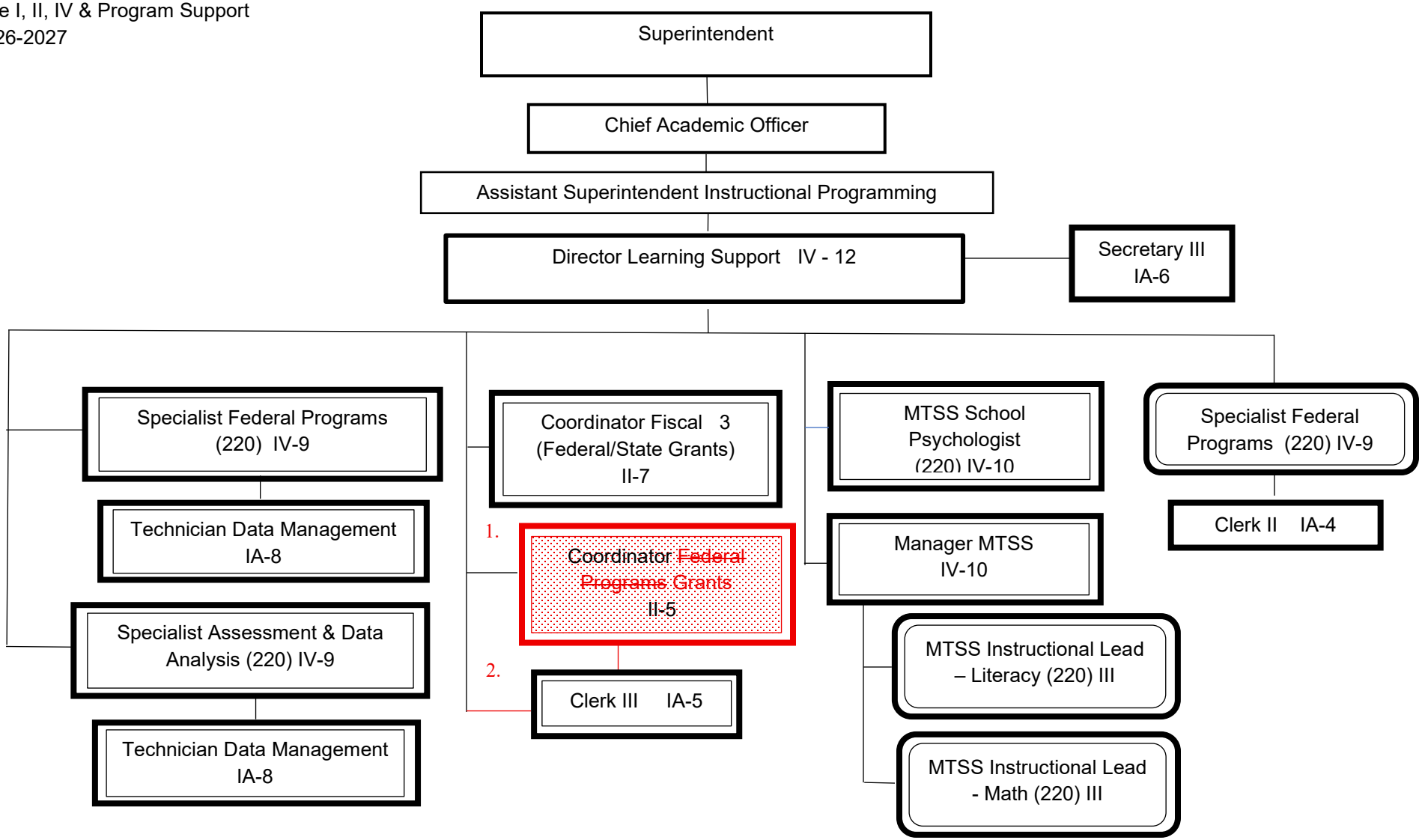
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Personal and mainframe computer experience
Ability to conduct research, maintain accurate records, and meet established deadlines
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DESIRABLE QUALIFICATIONS
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Experience with federal or state programs
Demonstrated leadership ability
Experience with continuous improvement planning
Experience in a diverse workplace

Munis Unit No. TI1
Title I, II, IV & Program Support
2026-2027

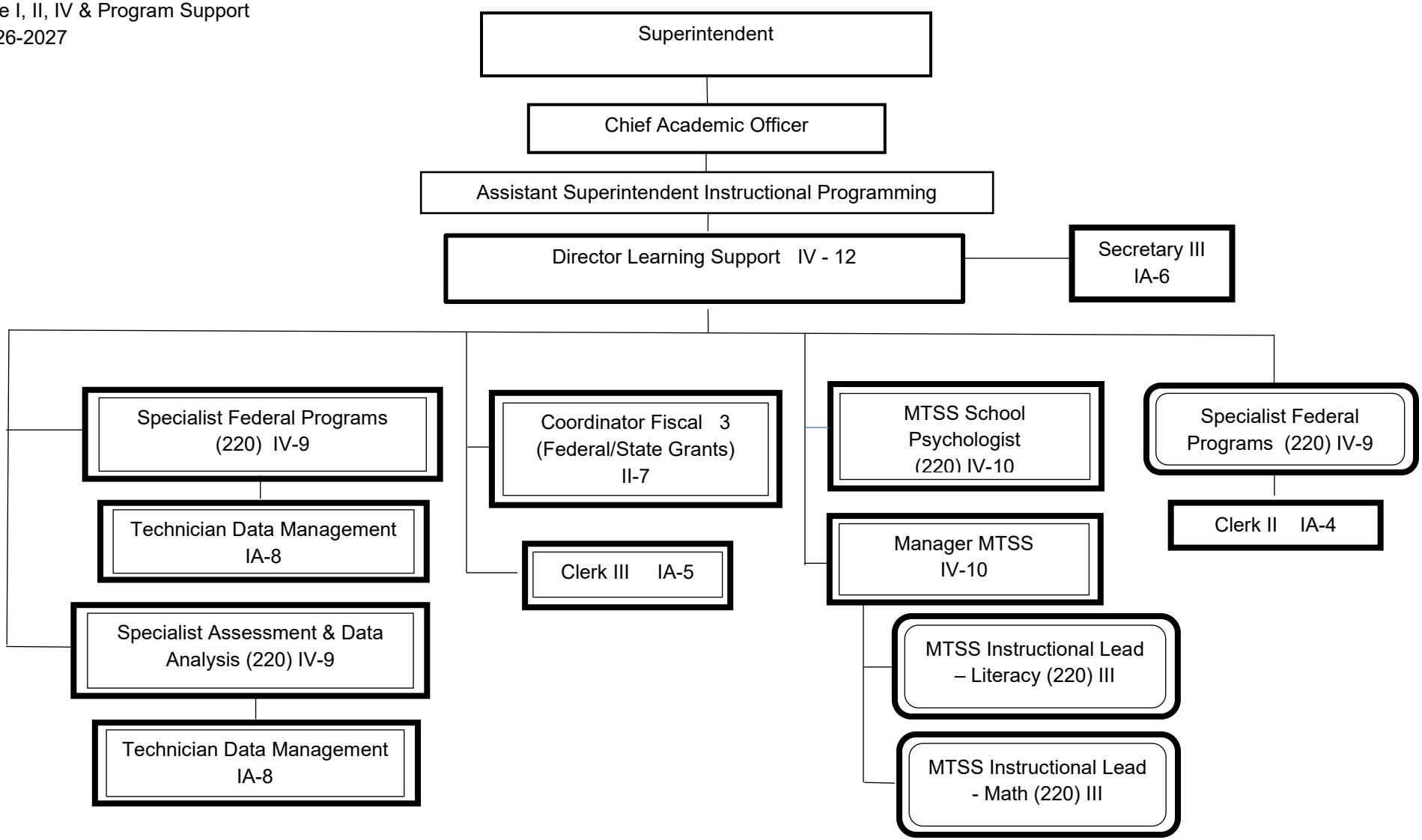


1. Move Coordinator Federal Programs to Munis Unit No. FP1 Budget. Rename position to Coordinator Grants.
2. Change reporting relationship from Coordinator Federal Programs to Coordinator Fiscal (Federal/State Grants)

Summary:
General Fund Positions: 3
Categorical Fund Positions: ~~14~~ 13

Submitted: ~~05/12/2026~~ 06/09/2026
Effective: 07/01/2026

Munis Unit No. TI1
Title I, II, IV & Program Support
2026-2027



Summary:
General Fund Positions: 3
Categorical Fund Positions: 13

Submitted: 06/09/2026
Effective: 07/01/2026