

COORDINATOR OF FEDERAL PROGRAMS & ASSESSMENT / DATA ANALYST

GENERAL RESPONSIBILITIES:

Under the leadership of the Division Superintendent, the position is responsible for effective coordination of Federal Programs, Assessment including division level state testing and division level school testing, Pre-Kindergarten programs, grant writing and implementation, and data analysis using spreadsheets: google sheets and excel.

ESSENTIAL TASKS:

FEDERAL PROGRAMS

Title I Part A – Improving the Academic Achievement of the Disadvantaged

Title II Part A – Training, Preparing & Recruiting High Quality Teachers and Principals

Title IV Part A – Student Support and Academic Enrichment Grants

- Create/Develop annual applications for Title I Part A, Title II Part A, Title III Part A, Title IV Part A, and Title IV Part B.
- Approve purchase orders and reimbursement request through OMEGA for Title I Part A, Title II Part A, and Title IV Part A programs.
- Prepare Federal Monitoring review documents as required.
- Meet with school level personnel directly involved with program coordination.

Title III Part A – Language Instruction for English Learners & Immigrant Students

- Create/Develop Title III Part A application (Consortium) to be submitted annually.
- Approve purchase orders and reimbursement request through Virginia Tech.
- Coordinate services with English Language Learner (ELL) provider.
- Facilitate ACCESS 2.0 Testing for all ELL students.

Title IV Part B – 21st Century Schools

- Create/Develop Title IV Part B application and/or continuation application to be submitted annually.
- Oversee program coordination working directly with program coordinator.

ASSESSMENT & DATA ANALYSIS

- Provide leadership in the administration of national, state, and local assessments for all students.
- Provide testing for students in placements outside the district.
- Analyze and communicate assessment results using spreadsheets such as google sheets and/or excel, to identify strengths and weaknesses in instructional programs and identify priority areas for improvement.
- Coordinate and assist in the interpretation of federal guidelines to ensure necessary preparations for test administration and proper analysis of test results.
- Serve a lead role in the development of a balanced assessment system for Southampton County Public Schools in order to accurately assess student mastery of content knowledge and 21st century skills.

- Serve as liaison to the Virginia Department of Education (VDOE), scoring vendors, other school divisions, and departments and schools within the school division on matters related to national, state, and local testing.
- Coordinate the online SOL testing at the secondary schools and elementary schools.
- Effectively communicate guidelines related to test administration and the appropriate use of test results to various groups such as school administrators, school testing coordinators (STC) and division administrators.
- Provide training to administrators, teachers, and staff in proper test administration and test security protocols.
- Provide leadership and guidance to the school testing designee.
- Order all testing materials and assist with budget planning related to test administration and implementation.
- Maintain security of testing materials and implement policies and practices to prevent potential breaches in security.
- Work directly with and supervise school employees to effectively coordinate and organize the distribution and collection of all testing materials.
- Coordinate, develop, and prepare training materials for each test administration.
- Respond to inquiries from school administrators and the media about assessment results and testing procedures.
- Provide technical assistance to school administrators and school staff regarding test administration.
- Conduct workshops on the state testing system as well as the analysis and interpretation of assessment data for various stakeholders, administrators, and the School Board.
- Attend test administration training provided by the state and develop local procedures to ensure compliance with all state mandates and procedures related to testing.
- Work closely with the Technology Department to ensure accurate data are available for schools and departments to assist with continuous improvement.
- Serve a lead role in developing user-friendly reports to assist central office administrators, school-level administrators, and teachers with analysis and interpretation of assessment results.
- Coordinate and implement ACT, SAT and PSAT testing.
- Create and provide local assessments, benchmark testing and analyze results.
- Perform related work as required.

OTHER DUTIES:

GRANT WRITING

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.

- Assign certain grants and/or related responsibilities to individual budget analysts and coordinate their activities related to the grants assigned.
- Assist in evaluating the fiscal administration of grant programs.
- Oversee the preparation and timely submission of grant applications, application amendments, and budget transfers.
- Monitor, input, review, and approve federal grant data in the State OMEGA system.
- Coordinate staffing levels related to grants for input into the Position Management System.
- Work collaboratively with instructional grant personnel to ensure compliance.
- Perform related work as required.

PRE-KINDERGARTEN PROGRAM

- Virginia Preschool Initiative (VPI) Coordinator.
- Create/Develop Virginia Preschool Initiative application to be submitted annually.
- Approve purchase orders.
- Prepare state monitoring review documents.
- Attend annual state trainings.
- Perform related work as required.

Other duties as assigned by the division superintendent.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, methods, and techniques used in the administration and supervision of all facets of federal programs, assessment, data analysis, grant writing and monitoring, and Pre-K programs; excellent oral and written communication skills; skilled in the use of spreadsheets such as google sheets and/or excel to analyze data and provide written reports to include charts and graphs representing assessment data; use data analysis to identify strengths and weaknesses and make recommendations for improvement in assessment results; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents teacher, support staff, and federal, state, and local agency representatives.

EDUCATION AND EXPERIENCE

Master's degree in Education or related field with an administrative/supervision emphasis, Postgraduate Professional License and Administration and Supervision PreK-12 endorsement required (or be eligible for); a minimum of three (3) years of successful experience as an administrator in the field of federal programs, pre-kindergarten, state and local assessment, grant writing and/or data analysis. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIRMENTS

Possession of a valid driver's license.