

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**STATE AND FEDERAL PROGRAMS MANAGER**

**SALARY SCHEDULE: ADMINISTRATIVE – K**

**COST CENTER: ACADEMIC SERVICES - 9049**

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution, Master's preferred.
- Demonstrated experience in program administration, program management, budget management and project management.
- Experience implementing, monitoring, and evaluating programs in an academic setting.
- Five years' experience in school district, implementing state and federal, coupled with experience in compliance monitoring.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- **Knowledge of Federal and State Grant Regulations:** Strong understanding of federal and state laws and regulations related to entitlement grants, including ESSA programs (e.g., Title I, Title II, Title III, Title IV), and the ability to ensure compliance with these requirements.
- **Project Management and Coordination:** Skilled in managing multiple projects, coordinating timelines, and ensuring that grant applications, amendments, and reports are submitted on time and meet all compliance standards.
- **Financial Management and Budgeting:** Ability to oversee and monitor grant budgets, ensuring adherence to financial regulations, including managing expenditures, budget transfers, and financial reporting processes.
- **Effective Communication and Collaboration:** Excellent written and verbal communication skills, with the ability to prepare reports, present information, and collaborate effectively with internal teams, stakeholders, and external partners.
- **Supervision and Team Leadership:** Ability to supervise, mentor, and evaluate staff, fostering a collaborative team environment while ensuring that grant-related activities align with district goals and regulations.

**REPORTS TO:**

Director, Office of Strategic Improvement & Multilingual Learning

**JOB OBJECTIVES:**

To ensure the effective planning, implementation, and compliance of state and federal entitlement grant programs by coordinating timely submission of applications, monitoring program performance, and providing technical support. This includes overseeing financial processes, ensuring adherence to federal and state regulations, and fostering collaboration between internal teams and stakeholders, while maintaining a focus on continuous improvement and equitable services to all schools.

**SUPERVISES:**

Private Schools Specialist

**PERFORMANCE RESPONSIBILITIES:**

- Coordinate the planning, implementation, and evaluation of state and federal entitlement grant allocations, including ESSA programs (e.g., Title I, Title II, Title III, Title IV).
- Assist in the preparation, development, and submission of entitlement grant applications, amendments, and required reports, ensuring compliance with district guidelines.
- Manage the entitlement grant writing process, ensuring timely submission and adherence to federal and state requirements.

## **STATE AND FEDERAL PROGRAMS MANAGER(Continued)**

- Support the design and evaluation of entitlement grants, including needs assessments, data collection, and writing measurable objectives for continuous improvement.
- Ensure budgetary compliance with applicable governmental accounting, auditing, and financial reporting standards, laws, and regulations.
- Provide technical assistance on the interpretation and implementation of federal, state, and local policies related to entitlement grants and programs.
- Collaborate with internal teams and departments to plan, execute, and monitor federal program initiatives, ensuring effective delivery and compliance.
- Monitor entitlement grant activities, ensuring that program requirements, deliverables, and financial management are met.
- Oversee financial processes for entitlement grants, including budget transfers, requisitions, contracts, inventory, purchasing, and expenditures.
- Supervise the Private Schools Specialist to ensure equitable services to private schools and compliance with applicable laws and regulations.
- Supervise the planning, implementation, and evaluation of program improvement requirements and other key grant activities.
- Prepare materials for School Board meetings, including agenda items, presentations, and legal agreements (e.g., contracts, MOUs).
- Develop and maintain annual goals and objectives, aligned with district priorities, ensuring continuous improvement and successful program outcomes.
- Provide leadership and direction for assigned personnel, including conducting performance appraisals and making recommendations for employment actions.
- Represent the district in a professional manner, promoting the vision and mission of the district across all federal program initiatives.
- Follow all School Board policies, rules and regulations.
- Demonstrate support for the School District and its goals and priorities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **Job Description Supplement No. 11**