

Job Title: FEDERAL AND STATE PROGRAMS COORDINATOR
Reports to: Chief Financial Officer
Dept. /School: Central Administration
Wage/Hour Status: Exempt
Date: February 23, 2026

Primary Purpose

Provide coordination, and oversight in the administration of federal and state programs to ensure compliance with the Every Student Succeeds Act (ESSA), Texas Education Agency (TEA) requirements, and the Financial Accountability System Resource Guide (FASRG). Responsible for program implementation, fiscal accountability, reporting, and evaluation of Title I, Part A; Title I, Part C (Migrant); State Compensatory Education; and other federal and state-funded programs. Oversee the identification, recruitment, and support of eligible migrant students and families through compliance with the Texas ID&R Manual, ensuring accurate NGS/MSIX data entry and timely reporting. Serve as a liaison among district staff, parents, and community agencies to strengthen program effectiveness, student achievement, and family engagement.

QUALIFICATIONS

Education/Certification

Bachelor's Degree in Business Administration, Public Administration, Education or related field
Annual TEA/ESC training and re-certification in ID&R and NGS (required)

Special Knowledge/Skills

Strong knowledge of ESSA programs, regulations, and compliance requirements
Knowledge of guidelines and regulations governing State Compensatory Programs (SCE)
Ability to interpret Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) as required
Knowledge in NGS, MSIX, PEIMS, Skyward, and Microsoft Office
Understanding of state and district accounting procedures
Ability to use data processing applications
Ability to interpret and analyze policies procedures and data
Effective communication, organizational and interpersonal skills

Experience

Three (3) years related experience in federal/state program management, grant administration
Experience with data entry, audit documentation, and compliance reporting

MAJOR RESPONSIBILITIES AND DUTIES

1. Monitor and evaluate all federal/state programs for compliance with ESSA, TEA, and FASRG.
2. Facilitate the preparation and submission of standard applications to Texas Education Agency for federal and state funds to include but not limited to ESSA Consolidated Grant, Migrant Program Applications, Focus and Priority Grants, any other State funded grants within the timelines established by TEA and other agencies.
3. Ensure completion of required reports and program requirements, including Migrant Annual Compliance Reports, ESSA Consolidated Compliance reports, and audits.
4. Assist with the determination and documentation of staff allocations based on Special Revenue Grant Funding program objectives.
5. Determine the allowability under federal and/or state guidelines of funding requests for federal and/or state funds.
6. Provide training and guidance to district and campus staff on compliance requirements, allowable use of funds, and time & effort documentation.
7. Assist in the maintenance of comprehensive files on Special Revenue Grant funded programs and services for audit purposes by coordinating with ESCs, TEA, and external auditors on program implementation and accountability.

8. Serve as liaison between home, school, and community to support student academic success to increase Title I parental involvement, including PAC meetings and districtwide parent events.
9. Responsible for the compliance and effectiveness of the Title I Program, to include serving as District McKinney Vento, Foster, and Unaccompanied Youth Liaison.
10. Consult with and monitor local Private Non-Profit (PNPs) who participate in the Title I, Title II, and Title IV funding for their campuses and qualifying students.
11. Maintain, review, and report accurate migrant student data, eligibility, and services across NGS, PEIMS, and Skyward to ensure state and federal compliance.
12. Generate and monitor required federal and state program reports related to enrollment, academic progress, health, residency, graduation, withdrawals, and supplemental services.
13. Identify, recruit, and support eligible migrant children and youth (ages 0-21) through outreach, family interviews, COE completion, community partnerships, and dropout recovery for Out-of-School Youth.

Policies, Reports and Law

14. Adhere to District policy and state guidelines in all areas of responsibility.
15. Assist in developing and administering procedures and policies related to External Funding.
16. Compile, maintain, and file all reports and other documents required, including mandatory financial reports and audits to TEA.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Fiscal and Inventory

18. Assist in the development, monitoring, and maintaining of budgets for ESSA, SCE, and other special revenue programs.
19. Prepare and process purchase orders, travel files, and budget worksheets for federal/state funded staff and programs.
20. Ensure expenditures are allowable, cost-effective, and are aligned with Campus/District Needs Assessments and Improvement Plans.
21. Ensure that programs are cost effective and that federal and state programs are managed wisely.

Communication and Collaboration

22. Provide technical assistance to principals, coordinators, and district leaders on ESSA program implementation and collaborate to align resources with curriculum and instructional priorities.
23. Communicate funding guidelines to District personnel and the general public.
24. Serve as district liaison with community agencies, nonprofits, and external partners on federally funded initiatives.
25. Inform superintendent and other administration of the effects of current and impending state and federal legislation that affects the level of grant funding.

Other

26. Serve on job-related and other committees assigned and approved by supervisors.
27. Stay abreast with and ensure staff is informed of the latest research trends and developments in assigned areas of responsibility.
28. Participate in professional development activities approved by supervisors.
29. Maintain confidentiality of records and sensitive information.
30. Attend required professional development and remain current on ESSA/TEA program guidance.

EQUIPMENT USED

Personal computer, typewriter, printer, copier, fax machine, calculator and answering machine.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Ability to manage timelines by adjusting workload and work schedule; ability to accept additional responsibilities assigned by the Chief Financial Officer.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____