



Federal Programs Coordinator

Role: Federal Programs Coordinator

Location: Charter Institute at Erskine

Reports to: Executive Director of Federal Programs

Salary Range: \$40,000.00-\$60,000.00

FLSA Status: Exempt

General Statement of Job

Due to the COVID-19 impact, this position is to assist the Institute with its mission to provide excellent education options to the students and families throughout the state of South Carolina. The availability of this position was determined based on the need as a result of the COVID-19 pandemic.

The Federal Programs Coordinator will work closely with the Executive Director of Federal Programs by working with and monitoring schools to ensure compliance of federal grants, including, but not limited to, ESSER I, ESSER II, and Coronavirus Relief Funds.

Essential Duties and Responsibilities of Federal Programs Coordinator

➤ **Duties and Responsibilities**

- Acts as liaison between the individual schools and the Institute.
- Provides schools with guidance and oversight on implementation and compliance with federal programs and works on-site with schools regularly.
- Remains current on Federal regulations, policies, issues and programs.
- Assists with verification of programmatic and fiscal requirements of schools, including Employee Job Description, Employee Contract/Agreement, Employee Schedule, Employee Time and Effort, etc.
- Manages federal subgrants allocated to schools and ensures that the activities funded by these grants are planned appropriately and meet allowability requirements, State requirements, and federal requirements.
- Implements best practices in budgeting, planning, reporting, and risk management.
- Works closely with schools and the South Carolina Department of Education to ensure plan/budget submissions and budget amendments are approved in a timely manner.
- Notifies Institute staff and applicable school staff of potential or confirmed non-compliance issues.



- Ensures Charter Institute at Erskine compliance as required by federal regulations and serves as a compliance resource for schools.
 - Provides the Executive Director of Federal Programs with on-going reports of school federal programs status and compliance.
 - Implements and enforces effective systems, policies, and procedures.
 - Assists with the review and approval of programmatic and fiscal documentation for federal fund expenditures in the Institute's accounting software.
 - Provides quarterly and annual reports to the South Carolina Department of Education, as needed.
 - Assists the Executive Director of Federal Programs in preparation for any Federal or State Audits.
- **Professional Duties and Responsibilities**
- Works in the best interest of the Institute and puts the mission of the Institute as a top priority.
 - Willing to serve the schools and students of South Carolina.
 - Commits to the learning and use of new software and technology.
 - Regularly tracks and logs the progress of on-going projects.
 - Participates in staff meetings, trainings, conferences, and professional development sessions.
 - Communicate effectively with colleagues and supervisors on a regular basis.
 - Maintain confidentiality as required by the Institute and by law.
- Other duties as assigned

Key Behavioral Competencies and Qualifications

- **Personal Accountability**
- Can be consistently relied on.
 - Takes personal responsibility for the quality and content of work.
 - Demonstrates a strong sense of urgency and through prioritizing and following through on commitments.
 - Meets and frequently exceeds goals and objectives within tight timeframes.
 - Sets clear and manageable performance goals.
 - Finds solutions to problems that may impact performance.
- **Leadership**
- Addresses difficult issues with professionalism.
 - Listens and responds constructively to other team members' ideas.
 - Takes decisive action after considering all available courses of action and the needs and values of the team.
 - Encourages active participation and cooperation within the team.



- Commitment to Excellence
 - Actively seeks new ways of working to improve productivity.
 - Demonstrates openness to new organizational structures, procedures, and technology.
 - Encourages others and has a positive attitude.

Background, Experience and Education

- Bachelor's degree preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Ability and availability to travel within the state frequently
- High degree of flexibility
- Ability to thrive in a fast-paced work environment



Employment at Will

Your employment with the Charter Institute at Erskine will be at will. This means that either you or the Institute and/or the Charter School Board may terminate the employment relationship at any time, for any reason or without reason.

I have read and understand the expectations of this job description.

Employee Name (Printed)

Employee Signature

Date

It is the policy of the Charter Institute at Erskine to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.