

# **Anoka-Hennepin Independent School District #11**

## **Job Description**

**Title:** Learning and Achievement Coordinator - State and Federal Programs  
**Reports to:** Director of Assessment and Accountability

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### **JOB SUMMARY**

The State and Federal Programs Coordinator is responsible for the administration, coordination, and evaluation of the district's Title I, Parts A and D programs. Ensures compliance with all federal, state, and local regulations related to the Every Student Succeeds Act (ESSA). The Coordinator collaborates with school administrators, teachers, parents, and community partners to design and implement programs that address the educational needs of disadvantaged students.

### **DUTIES AND RESPONSIBILITIES**

#### **Program Development and Implementation:**

- Oversee the planning, development, and implementation of programs in the district's eligible schools and nonpublic sites.
- Collaborate with school leaders and nonpublic leaders to design interventions that target academic improvement, particularly for students at risk of falling behind.
- Ensure that instructional strategies, programs, and interventions align with district goals, state standards, and federal regulations.

#### **Compliance and Reporting:**

- Prepare and submit required reports to the state and federal agencies, documenting the use of funds and the impact of programs on student achievement.
- Monitor the implementation of programs at the school level and nonpublic sites, conducting regular site visits and evaluations to ensure compliance with program guidelines.
- Create and maintain an efficient compliance tracking system that is aligned with the state monitoring process.
- Lead grant writing and completing the MEGS application and other required reporting for MDE.
- Respond to audit requests, including the Annual Fall financial audit and MDE monitoring.

#### **Budget and Resource Management:**

- Develop and manage program budgets, ensuring that funds are allocated effectively to support program goals.
- Work with school leaders to plan expenditures and monitor the use of funds to ensure compliance with federal spending guidelines.

#### **Professional Development:**

- Collaborate and coordinate professional development activities with other Learning Coordinators for teachers, instructional staff, and school administrators related to Title I programs and strategies.
- Facilitate collaboration between schools to share best practices and successful interventions.

## **Parent and Family Engagement:**

- Support school teams in developing and implementing parent and family engagement strategies that promote active participation in their child's education.

## **Other duties, as assigned.**

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## **QUALIFICATIONS**

- **Education:** Bachelor's degree in Education, Educational Leadership, or a related field (Master's degree preferred).
- **Experience:** Minimum of 5 years of experience in education, with a strong background in Title I programs, federal programs, or school administration.
- **Certifications:** Appropriate state certification in education or administration (preferred).

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## **SKILLS AND COMPETENCIES**

- Strong knowledge of federal regulations related to Title I and the Every Student Succeeds Act (ESSA).
- Expertise in designing and implementing academic interventions for disadvantaged students.
- Excellent communication and collaboration skills, with the ability to engage with school leaders, teachers, parents, and community partners.
- Experience in managing budgets, resources, and federal funding allocations.
- Proficiency in data analysis and using data to drive program improvement and decision-making.
- Strong organizational and time management skills, with the ability to oversee multiple schools and programs simultaneously.
- Commitment to promoting equity and access to high-quality education for all students.

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## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- The position requires regular travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, to meet the needs of state and federal programs.