



**Montezuma-Cortez School District RE-1**  
**EVERY STUDENT. EVERY DAY.**

**Position:** Director of Federal Programs

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** This is a grant-funded position that will lead a collaborative process leading to the design and implementation of district federal programs initiatives annually and associated parent and stakeholder engagement initiatives. This position is also responsible for providing oversight to the fiscal management of the grants. Alignment to District Annual Budget process in a timely manner to meet budget adoption deadlines.

**Essential Duties and Responsibilities:**

1. **Federal Programs Design, Implementation and Oversight**
  - Manage all aspects of the development of annual application process for district Federal Funding including but not limited to: Title I, Title II, Title III, Title IV, Title V, and Title VI;
  - Manage all aspects of the development of the annual application process for Impact Aid.
  - Manage all aspects of the development of any federal or state funded competitive grants for district or school improvement.
  - Ensure the district follows all applicable regulations associated with the district's federal and/or state grant funds.
  - Provide ongoing oversight to the grant's fiscal coordination and associated oversight to budgeting, approved and aligned expenditures, and any reporting associated to the district's federal and/or state grant funds.
  - Evaluate identified grant programs for effectiveness and make required changes as needed according to student need.
  - Demonstrate knowledge of Federal Programs allowable costs and budget allocations procedures.
  - Be responsible for all applications and evaluation of programs.
  - Be responsible for all reports and other paperwork as may be required.
  - Comply with audit requirements for all Federal programs.
  - Coordinate with Assistant Superintendent and the Business Director to complete needs assessment. Budget Planning Cycle to begin February to meet annual budgeting cycle to school board.
  - Use effective people skills to communicate.
  - Comply with all School Board policies and administrative regulations.
2. **Competitive Grants Management**
  - Lead the district efforts to identify new competitive grant opportunities aligned to the district strategic plan and school 90-day plan priorities.
  - Lead or facilitate the application process for competitive grants.
  - Ensure the district follows all applicable requirements associated with the district's competitive grants.
  - Provide ongoing oversight to the grant's fiscal coordination and associated oversight to budgeting, approved and aligned expenditures, and reporting associated to the district's competitive grants.
3. **Mentoring** Supervise the mentoring program funded under the consolidated and competitive grants.

4. Performs other related duties as assigned or requested.
5. Observes all district policies and procedures.

**Supervisory Duties: None**

**Reports to:** Assistant Superintendent

**Budget and/or Resource Responsibility:** Development, maintain, and implement the grants budget.

**Candidate Profile:**

<b>Education and Certification:</b>	<ul style="list-style-type: none"> <li>· Bachelor's degree preferred</li> <li>· Teaching or Administrative Certification</li> </ul>
<b>Experience and Skills:</b>	<ul style="list-style-type: none"> <li>· Excellent communication skills</li> <li>· Experience with budget development and management</li> <li>· Experience in education and understanding of educational improvement strategies</li> <li>· Experience in stakeholder and parent engagement</li> <li>· High level of personal organization and planning</li> <li>· Technology proficiency in Excel, Word, and PowerPoint</li> </ul>
<b>Culture and Fit</b>	<ul style="list-style-type: none"> <li>· Commitment to the mission and values of Montezuma Cortez RE-1</li> <li>· Ambition and desire to grow as a leader</li> <li>· Openness to feedback</li> <li>· Maintains and models high standards and professional integrity</li> <li>· Collaborate practitioner</li> </ul>

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare			x	
Analyze				x
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>Work Environment:</b>	<b>Amount of:</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so*

classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

### **Title IX Coordinator and Compliance Officer** (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

### **504 Compliance Officer** (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

### **Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

### **504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*