

**JOB DESCRIPTION**  
**DIRECTOR/COORDINATOR OF FEDERAL PROGRAMS,**  
**ASSESSMENT & ACCOUNTABILITY**  
**NOME PUBLIC SCHOOLS**

## QUALIFICATIONS:

1. Master's Degree and Alaska Type "B" Certificate required (for Director placement); Bachelor's Degree and Alaska Type "A" Certificate required (for Coordinator placement).
2. Minimum of three years experience as a site or district office administrator (for Director placement).
3. Training or experience in the administration of state and federal grants/programs, curriculum development, and student academic performance assessments.
4. Successful experience in grant writing.
5. Knowledge of early childhood education and pre-K programs.
6. Experience in the supervision and evaluation of personnel.
7. Knowledge of indigenous cultures and values, with Alaska Native knowledge preferred.
8. Demonstrated ability to operate collaboratively with administrators, tribal entities and other community organizations.

**REPORTS TO:** Superintendent

**COMPENSATION:** 215 day contract; placement on Administrative Salary Scale – Type A certificate (Coordinator Position) or Type B (Director Position)

## **PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and supervises district-wide Federal Programs, including Title I, Title II, Title I-C (Migrant), Title IV-A, Perkins/CTE, Indian Education/Johnson O’Malley, Pre-Kindergarten, and School Improvement.
2. Coordinates curriculum writing and revision, including overseeing textbook adoption processes.
3. Responsible for coordinating cultural integration work for curriculum & instruction.
4. Acts as District Test Coordinator for state and local assessment, including AKStar, MAP, mClass/Amplify, ACCESS and DLM.
5. Prepares data and reports relating to state and local assessments for students, staff, parents and the Board of Education.
6. Coordinates Needs Assessments at the school and district level as needed.

7. Oversees Migrant Program Coordinator and Migrant Recruiters.
8. Serves as Homeless Liaison for District.
9. Supports School Improvement and Title I-A work by principals as needed.
10. Coordinates and oversees Parent Advisory Committee Meetings for Migrant Education and Indian Education.
11. Responsible for coordinating Annual Staff Development Plan with principals, planning and implementing staff workshops as needed/requested, and overseeing district wide staff in-services.
12. Completes State OASIS reports.
13. Prepares state and federal grant applications, including budgets, narratives and assurances. Coordinates quarterly reimbursement requests with Business Manager.
14. Works effectively with fellow administrators, teachers, students, parents, and community organizations and members.
15. Make presentations to the School Board and public.
16. Regularly advise the Superintendent of matters affecting the management and operation of the District.
17. Perform such other duties as may be assigned by the Superintendent.

**Terms of Employment:** 215-day year with salary and other conditions of employment to be established by the Superintendent and School Board.

THE NOME SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Contact:

Human Resources  
Nome Public Schools  
PO Box 131  
Nome, AK 99762  
(907) 443-2231  
[hr@nomeschools.org](mailto:hr@nomeschools.org)

(JD-Director of Federal Programs 01/26)