

NOME PUBLIC SCHOOLS

P.O. Box 131  
Nome, AK 99762  
T (907) 443-2231  
F (907) 443-5144

Federal Programs Coordinator

**REPORTS TO:** Director of Curriculum/Federal Programs and Assessment  
**JOB CLASSIFICATION:** Classified Employee  
**HOURS:** 7.5 hours per day, 215 days per year  
**PAY:** Based on Classified Wage Scale, Range J (\$33.55 - \$48.16) DOE  
**BENEFITS:** Retirement, Health/Vision/Dental Insurance, Life Insurance

**NATURE AND SCOPE OF JOB:** The Migrant Education Program Coordinator/Assistant Director works with the Director of Curriculum/Federal Programs/Assessments as MEP Recruiter, provides operational support for federal programs, curriculum/instruction, and assessment and assists with implementation of programs that support the academic, physical and social/emotional needs of students.

This position is an executive level support position requiring a high level of confidentiality, skills and organization.

**ESSENTIAL FUNCTIONS:**

- **Program Coordination:**
  - Plan, develop, and implement educational programs for migrant students (PK-12);
  - Plan, develop and implement district-wide programs to support educators with ongoing programs such as PBIS and iReady;
  - Monitors a variety of activities on behalf of the assigned Administrator (Stakeholder communication, meeting arrangements, account balances, website updates, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
  - Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- **Strategic Planning:** Collaborate with the Director to develop and implement departmental goals and policies.
- **Budget Monitoring:** Help manage budgets and ensure optimal use of resources.
- **Staff Management:** Oversight, training, and managing recruiters and individuals with MOAs within their varied duties.
- **Student Support:** Collaborate and coordinate individualized success plans for migrant students, addressing their educational, personal, and career goals.
- **Curriculum:** Assists with cultural curriculum development, implementation and professional development
- **Outreach:**
  - Manage community and in-district outreach programs.
  - Event coordination and maintain schedules and represent the Director in meetings or official capacities.
  - Schedules a wide variety of activities and sets priorities (e.g., appointments, conference schedules, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for special school initiatives or activities.
  - Acts as the main contact for all migratory education programming and parent outreach;
- **Community Engagement:** Maintain consistent communication with families and parents to support student progress and address needs.
- **Professional Development:**
  - Assist with organizing training sessions for staff to ensure effective teaching practices and compliance with program standards (i.e. PBIS, Kagan, Visible Learning)
  - Participate in work related training through webinars and out-of-district training(s)
- **Data Management:** Maintain accurate records of student demographics, services provided, and assessment results.
- **Compliance and Reporting:** Assist with preparing reports for state and federal agencies.
- **Requires Travel:** Travel for professional development and meetings.
- **Other Duties as Assigned**
- **Must be able to lift or move 50 lbs or less occasionally.**

**Qualifications:**

- **Education:** H.S. diploma with some college, bachelor's degree or higher preferred.
- **Experience:** Prior experience working with migrant populations is valuable, experience with budget management, experience in providing training and/or technical assistance.
- **Experience** with cultural activities and community organizations.

- **Skills:** Strong organizational, communication, and leadership skills, proficient in MS Office Suite and use of other computer-based programs.
- **Knowledge:** Familiarity with federal and state guidelines, reporting, etc., and culturally responsive practices.
- **Travel:** Requires travel within the district by vehicle and outside the district by plane.
- **Driver License:** must have a valid driver's license and follow Nome Public School requirements.
- **Work hours:** flexibility to work variable hours as needed – would qualify for overtime.

Nome School District is an Equal Employment Opportunity Employer

(Created 4/2025)