

ESSER PROGRAMS MANAGER

Job Title:	ESSER Programs Manager
Initial:	June 10, 2021
Revised:	
Work Year:	Full Year
Office:	Education
Department:	Learning Services
Reports To:	Coordinator of Title Programs Compliance
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 2

Related Organization Chart



POSITION SUMMARY: The ESSER Programs Manager ensures compliance with all aspects of the Elementary and Secondary School Emergency Relief (ESSER) funds issued through federal stimulus plans. The ESSER Programs Manager assists senior leaders and building principals with budget planning, allocation and accounting for ESSER funds. The ESSER Programs Manager monitors and maintains accurate records in compliance with state and federal fiscal record keeping requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Manages all district ESSER budgets and related compliance processes.
- Establishes and manages fiscal record keeping systems for all ESSER funds and related programs.
- Supports Coordinator of Title Programs Compliance with preparing for and leading meetings and conducting research on allowable uses of ESSER funds.
- Compiles, processes and submits state reports to comply with state and federal requirements of ESSER funds.
- Supports preparation and submission of ESSER applications.
- Ensures compliance with state and federal laws, regulations and board policies. Maintains knowledge of legal and regulatory changes.
- Monitors school and zone-level ESSER budgets to assure funds are received and spent appropriately.
- Attends training sessions to keep current on changes in state and federal regulations and provide training for schools and departments.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Supports district program leaders and principals with creating budgets, coordinating costs and tracking outcomes of programs.
 - Facilitates knowledge of requirements to district program leaders and building principals with ESSER funds, budgeting, and revision process.
 - Maintains inventory systems for ESSER funded equipment and resources (i.e. technology).
 - Coordinates, collects and prepares time and effort forms; oversees payroll/stipend disbursement of payment for ESSER funded staff.
 - Coordinates and tracks grant spending toward stipends and substitute teachers, and assures proper payment is allocated.
 - Supports principals with activity monitoring including summer school and before/after school tutoring, collection of attendance and evaluation.
 - Supports Coordinator of Title Programs to ensure district policies are updated and maintained in compliance with state and federal laws.
 - Ensures evidence and documentation is captured and organized to support with monitoring and audit processes.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: Manages all ESSER budgets. Supports zone and school staff with budgeting, allocation and accounting of allocated funds related to federal stimulus plans.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree or equivalent experience.

Experience:

- A minimum of three years of experience in related field.
- Knowledge of Colorado laws, and regulations related to federal programs.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Accounting skills.
- Customer service skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, walk and sit; the employee may occasionally lift and/or move up to 20 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. Frequently required to travel to schools, professional development sites and events.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills.