

Lebanon Community Schools
Job #25077 - Federal & State Programs Coordinator - TOSA - School Improvement, District Office (25077)

JOB POSTING

Job Details

Posting ID

25077

Title

Job #25077 - Federal & State Programs Coordinator - TOSA - School Improvement, District Office

Description

MINIMUM QUALIFICATIONS:

1. A valid teaching license is typically required, along with a master's degree in education or a related field (preferred).
2. Minimum of 3 - 5 years of successful experience as a classroom teacher or administrator.
3. Expert knowledge of federal programs such as Title I, Title III, and IDEA.
4. Strong verbal and written communications skills, including experience with grant writing and reporting.
5. Ability to read, interpret, and apply complex rules and regulations.
6. Excellent organizational and planning skills, including the ability to manage multiple projects and deadlines.
7. Criminal history clearance.

POSITION SUMMARY:

A K-12 federal/state programs coordinator TOSA (Teacher on Special Assignment) is a teacher-leader who manages and ensures district-wide compliance with federal and state-funded programs and supports the Director of School Improvement. They provide strategic leadership and support to staff, but do not have direct supervisory authority over licensed personnel.

ESSENTIAL FUNCTIONS:

Program coordination and Leadership:

1. Provide visionary leadership for the district's federal programs, including those funded by the Elementary and Secondary Education Act (ESEA).
2. Develop, coordinate, and monitor program plans and services related to federal funds, such as Title I, Title III, and Title IV as well as state grants included in Integrated Guidance.
3. Serve as the district's liaison with the state's office of federal programs, various district advisory committees, and parent and community groups.
4. Coordinates with the Director of School Improvement to align all grants and programs with district priorities.

Compliance and reporting:

1. Ensure internal compliance with all federal and state guidelines and regulations for federal programming.
2. Coordinate the federal program monitoring (FPM) review process for the district.
3. Prepare and submit all required federal and state reports and applications for program funds.
4. Maintain accurate records and documents for state and federal monitoring and audit purposes.

Training and professional development:

1. Conduct and arrange professional development activities for staff on federal laws, procedures, and best practices.
2. Assist in planning and supervising instructional orientations for staff participating in federal programs.
3. Provide technical assistance and guidance to administrators and teachers on compliance and program implementation.

Budget Management:

1. Administer and monitor federal program budgets and grant-funded activities in collaboration with district administrators.
2. Coordinate budget requests from schools related to federal programs.
3. Assist in identifying new funding opportunities and developing grant proposals.

Stakeholder engagement:

1. Work with site-based liaisons for specific programs, such as McKinney-Vento for students experiencing homelessness.
2. Support parent and family engagement by providing resources and coordinating related activities and communications.
3. Facilitate federal program advisory committee meetings.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in district wide buildings.
2. This position requires travel between school sites and the district office. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

APPLICATION PROCESS:

Interested applicants must apply through our District Office website at <https://lebanonor.schoolspring.com/>. Salary as per negotiated agreement. For more information, contact Director of School Improvement, Tonya Cairo at: tonya.cairo@lebanon.k12.or.us

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

⁴ See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employer.
The District reserves the right to transfer employee to another position and/or site.

Shift Type
Salary Code
External Job
Application
Location
Minimum
Qualifications
Screening

Full-Time

Salary

Licensed

District Office

**Valid Teaching License/In
Process**

Salary Range

Job Category

*Internal Job
Application*

Posting Status

Certified

Licensed

Active

Job Application Timeframes

Internal Start Date **08/27/2025**
Internal End Date **09/12/2025**

General Start Date **08/27/2025**
General End Date **09/12/2025**

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	6002	Federal & State Programs Coordinator - TOSA

Alternate Job Contact

<i>Name</i>	Tonya Cairo	<i>Title</i>	Director of School Improvement
<i>Location</i>	District Office	<i>Phone</i>	
<i>Email</i>	tonya.cairo@lebanon.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	Certified Reference Check
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