



# Coordinator, Homeless Education Program and Neglected-Delinquent Program

Non-Classified Classification

## SPECIAL NOTIFICATION

This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

## RECRUITMENT INFORMATION

**Open for Recruitment:** December 1, 2017 - December 15, 2017

**Announcement #:** NONCLS097319

**Salary:** \$25.00 - \$28.85 per hr. (\$52,000 - \$60,000 yearly) [-Plus Competitive Benefits!](#)

**Agency:** [Idaho State Department of Education](#) (Office of the Superintendent of Public Instruction)

**Location(s):** Boise

*The State Department of Education (SDE) is seeking a highly qualified candidate to coordinate the Homeless Education Program and Neglected-Delinquent Program.*

## GENERAL DESCRIPTION

This coordinator provides leadership in improving educational opportunities for Idaho's at-risk students, specifically for the Homeless Education Program and the Neglected-Delinquent Program. The Coordinator for the Homeless Education Program and the Neglected-Delinquent Program is a key member of the Federal Programs department who provides assistance, guidance and direction to districts to help ensure that federal requirements are met. The Coordinator will provide fiscal and funding allocation guidance and program-specific technical assistance to local educational agencies (LEAs). This position must possess a strong understanding of the Every Student Succeeds Act (ESSA), program planning, budgets, evidence-based practices, and strong communication and presentation skills. This position will also cross-train in the Rural Education Program and conduct federal program monitoring for Title I-A.

Work is performed under the supervision of the Federal Programs Director. This position works closely with other program coordinators, including the Funding and Accountability Coordinator and the Rural Education Specialist to provide fiscal oversight and to administer fund allocations related to the program budgets.

This is a full-time position serving under an appointment of the State Superintendent of Public Instruction.

## **RESPONSIBILITIES**

- Researches and interprets federal law and non-regulatory guidance for the Title IX-A, Homeless Education Program and the Title I-D, Neglected-Delinquent Program.
- Cross trains in the Rural Education Program.
- Ensures the SDE is compliant with all federal requirements.
- Provides ongoing technical assistance and regularly scheduled training to district staff related to at-risk students.
- Participates in federal program monitoring reviews to ensure LEA compliance.
- Develops and implements sub-grant awards for McKinney-Vento every three (3) years.
- Participates in program communications, webinars, and quarterly meetings as offered by the U.S. Department of Education for Homeless Education and Neglected-Delinquent Programs.
- Reviews and approves the Consolidated Federal and State Grant applications, evaluations, and surveys.
- Collaborates with other coordinators within the SDE.
- Coordinates with other state agencies, as necessary.
- Participates in the quarterly SDE Special Education Advisory Panel (SEAP) meetings.
- Represents the SDE in a professional capacity, which may include selective committees.
- Prepares and submits all required federal and state reports related to each program.
- Tracks budgets and collects data to meet program-related state and federal requirements.
- Interprets and analyzes data for use in program planning.
- Communicates policies and program materials with school districts, parents, community members and state agencies that heighten the awareness of best practices and effective instructional programs regarding the implementation of the ESEA programs.
- Creates and updates manuals, handbooks, instructional materials, presentation tools and other related materials for the Federal Programs department.
- Oversees program-related website information and documents for accuracy, timeliness, and relevance, and ensures ADA compliance.
- Maintains on-going professional development and current knowledge of the trends in program development and evidence-based practices in early childhood, elementary and secondary education.
- Adheres to the program philosophy, approaches, policies, and practices of the SDE.

## QUALIFICATIONS

### Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Knowledge of the Every Student Succeeds Act (ESSA) and/or experience interpreting federal law.
- Experience in the K-12 educational setting.
- Evidence of strong leadership skills.
- Ability to create and maintain strong, positive relationships within the team and with districts.
- Experience in planning and presenting trainings incorporating effective principles and strategies.
- Excellent interpersonal and communication skills.
- Knowledge of current educational research and best practices.
- Evidence of strong organizational and time management skills to coordinate various details for multiple sites simultaneously.
- Experience managing budgets, collecting and analyzing data, and writing reports.

### Desired Qualifications

- Master's degree or equivalent from an accredited college or university.
- Experience with Title I-A, McKinney-Vento Act, and Neglected, Delinquent and At-Risk Programs.

### Travel Required

- This position requires approximately twenty percent (20%) travel time throughout the state for training and monitoring, as well as three (3) national conferences a year.

## TO APPLY

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found at [https://labor.idaho.gov/DHR/ATS/StateJobs/jobannouncement.aspx?announcement\\_no=NONCLS097319](https://labor.idaho.gov/DHR/ATS/StateJobs/jobannouncement.aspx?announcement_no=NONCLS097319) . Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your employment application). Without this information, your name cannot be referred for consideration.

The exam for this position is to submit a letter of interest and customized resume or curriculum vitae. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

## **TIMEFRAMES**

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

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### **For Questions Contact**

Human Resources & Employment Department  
Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6800 | [www.sde.idaho.gov](http://www.sde.idaho.gov)  
[hr@sde.idaho.gov](mailto:hr@sde.idaho.gov)

**Thank you for your interest in employment with the State Department of Education!**