



Job Posting

Position Title: Federal Programs Manager

Reports To: Drew Harpool, Director of Fiscal Strategy

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The federal programs manager will be responsible for work of considerable difficulty and administrative work in assisting in the development, implementation, and execution of policies, procedures, and guidelines for the administration and financial operation of the Achievement School District's federal programs team; and performs related work as required.

Specific Position Responsibilities:

- Gives guidance to appropriate stakeholders in techniques for monitoring program compliance with departmental guidelines and state and federal regulations.
- Communicates with stakeholder staff in a responsive and timely manner.
- Provides technical assistance and guidance, and monitors the use of the allocated education funds to local education agencies, in accordance with state and federal laws, rules, and regulations.
- Provides technical assistance to organizational stakeholders and other educational institution personnel and/or appropriate staff in implementing specific educational program policies and procedures at the local level.
- Monitors program budgets and cost allocation plans, and monitors individual program expenditures.
- Maintains appropriate documentation files.
- Follows the policies and procedures for employee time and travel reporting and approval.



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-Enters and maintains data into web-based applications or excel documents.

Qualifications:

Education and Experience: Possession of a bachelor's degree from an accredited college or university and experience equivalent to four years of full-time professional educational, instructional or supervisory/administrative work.

Substitution of Graduate Education for Experience: Graduate coursework from an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to drew.harpool@tn.gov.

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sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.