



## **Federal Programs Administrator**

### **Job Description**

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time federal programs administrator.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and oversee grant management and reporting systems. This position is an excellent opportunity to support the newly created Charter Commission which was established under Public Chapter 219 of the 111<sup>th</sup> General Assembly. Responsibilities of the position will include ensuring compliance with state and federal requirements, overseeing ESSER federal grant programs, providing technical assistance to schools, and communicating with external stakeholders as needed.

The Charter Commission is composed of nine members selected by the governor and representing a broad geographic cross-section of the state. The Commission's focus on the authorization of quality charter schools will enable deeper engagement with local districts and stakeholders, and in turn ensure that decisions impacting students' and families' access to high-quality charter schools are made based on a full appreciation of communities' specific educational needs. The Commission commenced hearing charter school appeals in January 2021 and will assume responsibility of the authorized charter schools of the State Board of Education in the 2021-22 school year.

### **Job Responsibilities**

This position will report to the director of finance and operations and be responsible for the following:

- **Oversee implementation of the Charter Commission's Elementary and Secondary School Emergency Relief (ESSER) Funding**
  - Serve as the subject-area expert on the fiscal, programmatic, and reporting requirements of the ESSER grant program
  - Manage the grant application and budget processes for the Charter Commission's ESSER grants
  - Maintain and track expenditures, reimbursements, and drawdown rates
  - Process all ESSER grant reimbursement submissions
  - Provide technical assistance and training to Commission-authorized charter schools as needed
  - Lead the development and implementation of ESSER compliance monitoring for authorized charter schools
  - Complete and submit all required reports for ESSER grants programs
- **Support the fiscal management of federal and state grant programs**
  - Collaborate with the coordinator of federal programs and special populations to process and submit monthly reimbursement packets

Tennessee Public Charter School Commission

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- Track expenditures made by schools to ensure that funds are being properly spent in accordance with federal regulations.
- Support the process to annually monitor each school's school compliance with federal education laws and regulations.
- Any other duties as assigned to support the overall functions of the Charter Commission.

### **Qualifications**

We are seeking candidates who have:

- A Bachelor's degree from an accredited university (required).
- At least two years of experience with grant and/or fiscal management required, experience in education preferred.
- A willingness to be flexible and learn new things and embrace continuous improvement.
- A demonstrated commitment to meeting expectations at a high bar and history of getting things done even in the face of obstacles.
- Experience balancing multiple projects and deadlines and the ability to efficiently and effectively get things done with a high-volume workload
- A team orientation and willingness to contribute across team functions
- Ability to use computer technology efficiently including Word, PowerPoint, and Excel software applications

This position is based in Nashville, TN. The individual in this role will be required to be in the office in-person a few days a week, and there is no option to be exclusively remote. Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

### **How to Apply**

Please send a cover letter, resume, and three references to Mary Elam at [Mary.Elam2@tn.gov](mailto:Mary.Elam2@tn.gov). In your email subject line, please reference "Federal Programs Administrator." Applications will be considered on a rolling basis.