



Job Purpose

- Provide specialized clerical and administrative support to the Federal Programs Department to ensure efficient and compliant operations
- Maintain accurate documentation, financial records, and reporting required for federal programs (Title I, II, III, IV, and related grants)
- Support the Director of Federal Programs in organizing, coordinating, and monitoring program activities to ensure compliance with state and federal regulations

Knowledge, Skills, and Abilities

- **Financial Record-Keeping:** Ability to track expenditures, process purchase orders, and reconcile budget information accurately
- **Organizational Skills:** Ability to maintain detailed filing systems, including compliance documentation and audit records
- **Software Proficiency:** Skilled in Microsoft Office Suite (especially Excel) and ability to use or learn state and district data systems (e.g., MCAPS; etc.)
- **Regulatory Awareness:** Basic understanding of federal program requirements, including allowable expenditures and compliance procedures
- **Communication Skills:** Ability to communicate effectively with staff, vendors, parents, and stakeholders
- **Attention to Detail:** High level of accuracy in documentation, reporting, and data entry
- **Problem-Solving:** Ability to identify issues and assist in resolving clerical and procedural concerns
- **Office Management:** Knowledge of general office procedures and standard office equipment
- **Time Management:** Ability to organize multiple tasks, meet deadlines, and manage competing priorities
- **Interpersonal Skills:** Ability to establish and maintain effective working relationships

Minimum Qualifications

- **Education:** High School Diploma or GED required; Associate's degree or coursework in business, accounting, or office management preferred
- **Experience:** Minimum of two (2) years of clerical or administrative experience, preferably involving budgeting, record-keeping, or grant support
- **Technical Skills:** Proficient computer, typing, and office equipment skills
- **Clearance:** Must pass background check and child abuse registry check as required by Mississippi law

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Performs general clerical duties including answering phones, scheduling appointments, and managing correspondence
- Prepares and processes purchase orders, requisitions, and related financial documentation for federal programs
- Assigns and verifies appropriate budget codes for expenditures
- Maintains accurate financial records and assists in reconciling budget data
- Collects, organizes, and maintains compliance documentation and "folders of evidence" for monitoring and audits
- Assists with preparation of federal program applications, amendments, and reports
- Maintains inventory records for equipment and materials purchased with federal funds, including tagging and tracking

- Verifies purchase orders against packing slips and ensures proper documentation is maintained
- Coordinates distribution and storage of materials, supplies, and equipment
- Assists with time and effort documentation and required personnel reporting
- Supports parent and family engagement activities, including preparation of communications and materials
- Processes travel requests and reimbursements for federally funded activities
- Enters and maintains data in district and state systems
- Assists the Director with fiscal management, reporting, and program organization
- Prepares materials for Board reports and other official documentation
- Supports other department personnel as needed
- Travels to meetings or trainings as required
- Performs other duties as assigned by the Federal Programs Director or Superintendent
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports To: Director of Federal Programs

Supervises: None

Terms of Employment: 240 Days / At-Will Employee

FLSA Status: Non-Exempt

Disclaimer: The preceding job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Duties may be modified or assigned as needed by the district.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date