


Openings as of 4/24/2026
Ypsilanti Community Schools

State and Federal Grant Coordinator

JobID: 17514

Position Type:

Administration/State and Federal Grant Coordinator

[Email To A Friend](#)

[Print Version](#)

Date Posted:

2/27/2026

Location:

District Wide Position

District:

[Ypsilanti Community Schools](#)

YPSILANTI COMMUNITY SCHOOLS

Position Title: State and Federal Grants Coordinator

Building: All Buildings

Reports to: Building Principal and or Designee

Salary: \$50,000-\$75,000 annually

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

- A bachelor's Degree in accounting or equivalent is required.
- Five (5) years of successful work experience in a public school finance department, preferred.
- Evidence of leadership and organizational ability.
- Experience working with a diverse scholar population.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

DISTRICT DESCRIPTION:

Ypsilanti Community Schools serves approximately 3,900 scholars, 3 Early Childhood Learning Centers, 1 International Baccalaureate with K-5, 3 Elementary buildings, 1 Multilingual Elementary School, 1 Middle School, 1 High School, which features 2 programs within the building, STEM and AC Tech, and 1 Achieving College and Career Education building (ACCE). We have a safe and respectful environment for all scholars that promotes excellence.

POSITION DESCRIPTION:

The State and Federal Programs Coordinator is responsible for developing, maintaining, and implementing programs that support high achievement for all scholars, including compliance with state and federal standards,

district and school improvement initiatives, and any additional grants the district may pursue or receive.

DUTIES/RESPONSIBILITIES:

- Commit to ongoing learning to develop the craft of leadership: encouraging, supporting, and mentoring scholars and staff to do the same.
- Commit to high expectations for scholars and staff and integrate such a vision in all levels and tasks of leadership.
- Commit to positive relationships and communication with all educational constituents, promoting and modeling a safe and supportive learning culture for all.
- Commit to honoring all staff, children, and families, and to celebrating their community and diversity.
- Commit to establishing a learning environment that is accountable for effective instruction, assessment, and data-driven decision-making.
- Commit to distributive leadership to promote collaboration and ownership of building success.
- Commit to using community resources to improve instruction.
- Commit to collegiality and professionalism of self and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

- Facilitate Title I, II, III, IV, and 31a At-Risk, other state & federal programs, budgets, and services for the district.
- Facilitate the implementation of supplementary academic support services to scholars who do not meet the state standards in core curricular content areas.
- Facilitate alignment between the intervention programs and the district's core reading, writing, and math instruction.
- Collect, analyze, and share data regarding the intervention programs.
- Participate in the District Network Team
- Plan, input, and monitor the grant's budget in Nexsys, Title I Crate, and the New World system.
- Submit the Final Expense Reports for the respective grants.
- Submit reimbursements and drawdowns monthly/quarterly, as applicable, for each grant.
- Collaborates with district and building-level leaders to assist in the supervision of employees paid out of the state and federal grant funds.
- Coordinate the required budgetary components of any MDE requirements.
- Provide training to the administration as needed to keep them abreast of changes to all state and federal grants and reporting requirements.
- Collaborate with district leadership to facilitate professional development planning and implementation.
- Work with the central office administration regarding all academic disciplines.
- Oversee grants as they relate to scholar achievement and services.
- Prepare and supervise all grant reports, records, lists, budgets, and all other paperwork required or appropriate.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and

- discussing problems of mutual interest with others in the field.
- Promote positive interaction with colleagues.
 - Act as a public relations agent for the district's success and image.
 - Collect and integrate information about community heritage in instruction.
 - Adhere to district and school rules and procedures.
 - Conduct behavior to demonstrate collegiality and professionalism.
 - Perform other duties as required by the Superintendent.
 - Regular attendance is required.

This position description is not a contract for employment.

The Board of Education does not discriminate on the basis of race, color, national origin, immigration status, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any legally protected category not otherwise listed, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.