

# ***Diocese of Erie***

## St. Mark Catholic Center Position Profile

**Job Title:** Programs Coordinator  
**Department:** Catholic Schools Office  
**Location:** Erie (SMCC)  
**Reports to:** Superintendent of Schools  
**Cabinet:** Jim Gallagher  
**Classification:** Salary  
**FLSA:** Exempt; Full-Time  
**Budget:** 00532  
**Date Created:** 05/14/25

### **I. OBJECTIVE:**

The Programs Coordinator is responsible for fulfilling the mission of Catholic schools by successfully managing and facilitating the federal and state programs for nonpublic schools in the diocese. This position is the liaison among Catholic schools, school districts, Intermediate Units and the Pennsylvania Department of Education.

### **II. RESPONSIBILITIES:**

The essential functions of the position include but are not limited to the following:

1. Work with all members of the Catholic Schools Office team to address and best meet the needs of Catholic school students, parents, teachers and administrators.
2. Work with the Pennsylvania Department of Federal Programs and Education – Act 89 and Equitable Participation (IDEA).
3. Work as liaison between the Intermediate Units (4,5,6, 9 and 10) and schools in the diocese of Erie to oversee and coordinate Act 89 and Equitable Participation Itinerant Support Services
4. Work as liaison between school districts and all schools in the diocese of Erie to oversee and provide annual meaningful consultation for Title IA, IIA, III, IVA services, and to ensure nursing and busing is provided in accordance with federal law and PA code.
5. Know and be able to interpret federal and state school laws and use that information to advocate for Catholic schools, update policies and provide guidance for school leaders.
6. Work with school principals, IU and district leaders to advocate for and ensure appropriate implementation of government programs and services.
7. Provide oversight and management of federal and state programs, budgets, invoicing, data collection and grant reviews.
8. Maintain memberships in relevant professional associations including representing the Catholic Schools Office at the Pennsylvania Catholic Conference for government programs.
9. Assist school administrators in maintaining accurate information in EDNA and MyPDESuit.
10. Assist school administrators with school safety issues, the National School Lunch and Wellness Policy compliance.

11. Provide oversight and management of the distribution of Acts 195-90-35 to Catholic schools.
12. Provide oversight and manage equitable resources designated for professional development, instructional supports and assessment.
13. Collect data and develop reports to be utilized for Private and Nonpublic School Enrollment (PNPE) and NCEA annual reporting and for school district and IU reports needed to remain compliant for government services.
14. Other duties as assigned by the Superintendent of Catholic Schools.

### **III. QUALIFICATIONS:**

#### ***Education:***

- Bachelor's degree in education, business, communications or other related disciplines.

#### ***Experience:***

- Knowledge of federal and state programs in a school setting preferred.
- Understanding of Catholic and/or non-public education.

### **VI. COMPETENCIES:**

- Displays knowledge of the principles of Christianity and ability to support the mission of Catholic schools to provide excellent education in a faith-filled environment, centered in the person of Jesus Christ.
- Capable of understanding and adhering to Federal and State laws and accompanying rules and regulations.
- Capable of completing job duties in a highly professional and confidential manner.
- Demonstrates an ability to develop relationships using interpersonal and communication skills.
- Utilizes organizational and time management skills. Must be able to prioritize work and handle multiple tasks simultaneously and in a timely manner.
- Demonstrates attention to detail and accuracy.
- Capable of working independently with minimal structure or supervision.
- Possesses analytical skills to problem-solve and arrive at decisions.
- Anticipates needs to support the work of all stakeholders.
- Skilled at utilizing multiple forms of technology to create efficiencies and complete tasks

### **VII. Working Conditions:**

- Required to work some nights and weekends.
- Required periodic travel.
- Required to manage moderate to high levels of stress.
- Required to work in a standard office and/or virtually.

**Note:** The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

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Incumbent

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Date