



**Administrative Service Center
Certificated Personnel**
621 Mount Vernon Rd
Newark, OH 43055
www.newarkcityschools.org
740-670-7040

Attention: Newark City Schools
Certificated Staff Only

Notice of Vacancy

DATE POSTED: February 19, 2026

Position: State and Federal Program Coordinator

Salary: \$100,000 with extended days as needed

Requested by: Marcy Wamer and Paula Vertikoff

Approved by: Barbara Quackenbush

Minimum Qualifications/Requirements:

Applicant must:

- hold and maintain required Ohio State Board of Education credentials in Teaching, Administration, and/or Curriculum and Instruction
- demonstrate experience with Title programming
- minimum of two (2) years of school-level leadership experience as a Principal, Assistant Principal, or Dean
- have the ability to develop and implement clear pathways to successfully achieve program objectives
- have knowledge and working experience with Google Workspace, Microsoft Office, Ohio Department of Education (ODE) online platforms, and district budgeting software
- provide leadership in securing federal, state, and private funding to obtain material, financial, and consultative resources that support district initiatives
- supervise Title programs (CCIP), including completion of CCIP competitive grants
- evaluate, document, and support curricular alignment across grade levels and content areas
- participate in and collaborate during district team meetings, including the District Leadership Team, Title Staff Team Meetings, and Curriculum Meetings
- direct all federal programs, including Titles I-IV, community partnerships, and associated budgets
- actively supervise and evaluate assigned personnel (e.g., SEA/Resource Navigator, Administrative Assistant), while cultivating staff leadership and capacity
- advocate for students (e.g., foster care, homeless) and support equitable access to inclusive education opportunities for all learners
- analyze key program performance indicators to align budget proposals with strategic district goals
- maintain effective documentation and records management systems; prepares files in a timely manner and monitors reporting deadlines
- ensure program compliance with accreditation, contractual, legal, and regulatory requirements
- serve as an active member of the administrative team with a strong focus on curriculum, instruction, and student outcomes
- oversee the English Learner (EL) services and Title Reading/Math programming
- collaborate with Curriculum Directors to develop and support District and School One Needs Plans
- complete other duties as assigned
- be acceptable to Superintendent of Schools and Assistant Superintendent of Certificated/Licensed Personnel

Deadline for Application: March 12, 2026

Effective Starting Date: August 1, 2026 (or sooner)

Interested Staff members must respond in writing to the Personnel Office via hand delivery or email no later than 4:00 p.m. of the last day of the posting. Positions will be posted for 5 working days (3 working days in June and July and 1 working day August 1 to September 1)