

ADMINISTRATIVE ASSISTANT FOR STATE AND FEDERAL PROGRAMS

The Amber-Pocasset district operates many specially funded programs that must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Amber-Pocasset Board of Education, through its approval of such programs and acceptance of funds, is ultimately responsible for them even though many of the regulations that govern them are established by another agency.

The administrative assistant for federal and state programs is charged with the responsibility for coordinating funded projects, for administration of grants, and for ensuring that the various departments that operate these programs do so within the guidelines pertaining to the particular program.