

DIRECTOR OF FEDERAL PROGRAMS

DEFINITION: Provide the coordination, direction, and administration of federal programs.

REPORTS TO: Assistant Superintendent of Student Services

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

SPECIFIC DUTIES AND/OR RESPONSIBILITIES:

Design, develop, propose and coordinate and monitor the budget (district-wide and school-based) for Title I, Title V
Monitor and work with the Human Resources department on Position Control
Responsible for time and effort logs submitted by staff for compliance purposes
Responsible for compliance of all grants awarded to the district
Develop and implement a consolidated plan
Coordinate and oversee all federal funds
Manage and implement the Title I program
Initiate performance measures to evaluate the effectiveness of the Title I programs
Prepare all related performance reports
Disseminate Title I program information
Provide technical assistance to the schools
Visit & Monitor all Title I schools
Assist with all staff development efforts and Parent Involvement
Assist with all parental involvement efforts
Collaborates with the principals to develop the school improvement process and accountability measures
Networks with specific agencies, private schools, and neighboring school districts on matters associated with state and federal programs
Attends workshops/conferences as required for the position
Works in collaboration with the Department of Instruction and Curriculum

SUPERVISION: Office and other professional staff

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Extensive experience managing state and federal programs, 5 years+
Knowledge developing budgets
Ability to analyze numerical data and formulate decisions based on data
Ability to evaluate programs for effectiveness using qualitative and quantitative data

QUALIFICATIONS:

MBA or M.A. degree in education or related field.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.