

ITAWAMBA COUNTY SCHOOL DISTRICT

Job Description

Title: Assistant Superintendent / Federal Programs Director

Minimum Qualifications:

- Master's Degree in Educational Leadership / Administration
- Experience in Federal Programs preferred
- Five years' experience in educational administration, minimum of two years at the district level preferred
- Skilled in personnel administration, purchasing procedures, fiscal planning and management, institutional facilities planning and construction, school environment management, and accreditation and instructional management.

**The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

Reports To: Superintendent

Job Goal: Provides leadership in the development, implementation, and evaluation of a comprehensive intervention and improvement program; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to instructional strategies and Title funding.

Duties / Responsibilities:

- Demonstrates prompt and regular attendance
- Ensures Title I and other federal programs, within the scope of the position, are in compliance with federal and state laws; remains current on laws and requirements of the programs. The coordinator will work with principals and teachers to facilitate the programs
- Oversees the preparation, submission, and ongoing updates of the Mississippi Consolidated Federal Programs Application (MCAPS) for all eligible federal grants. This includes planning, budget and audit requirements related, but not limited to, Comparability reports and Neglected and Delinquent reports.
- Assists in hiring, supervising, and evaluating personnel, including Title I Department personnel; also provides support and leadership development for all staff in school district
- Organizes, coordinates, and monitors efforts for compliance in the following programs: Parent Involvement, McKinney Vento, and ELL programs
- Develops, implements, and evaluates professional development that supplements ICSD initiatives
- Provides training, monitoring and approvals for all budget requirements and expenditures for all Title programs to maximize federal funding
- Ensure that employment practices and procedures remain in compliance with laws and Board policies
- Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring
- Oversee licensure procedures and regulations for all employees
- Assist the Superintendent in leading various interdepartmental project groups, special projects, and task forces
- Performs other duties as assigned by the Superintendent

Terms of Employment: 12 month contract approved by the ICSD Board of Education

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of professional personnel.