Hickman County School System

Job Title: Federal Programs Supervisor

Contract Period: 12 month contract

Reports to: Director of Schools

Purpose of Job

The purpose of this job is to use federal funding opportunities to the greatest benefit for the school district’s educational programs, facilities, and personnel.

Essential Duties and Responsibilities

* Provides staff leadership to ensure understanding and promotion of the school district’s educational objectives.
* Supervises the operations of K-5 instruction in Title I schools.
* Monitors Title I programs to ensure compliance with Federal laws.
* Communicates with the community about educational objectives and goals, as well as results.
* Serves on the school district’s instructional planning team.
* Attends professional learning related to Title I programming and planning.
* Collaborates to plan and implement staff development.
* Supervise and work with Title I funded schools.
* Supervises the implementation of needs assessment and projects.
* Evaluate teachers.
* Prepares and maintains records, reports, and inventories necessary for state/local regulations.
* Administers the budget and sees that projects operation within funded budgets.
* Oversees the program and services for English Language Learners.
* Keep abreast of changes in statutes, policies, procedures and methods as they pertain to public education.
* Effectively communicate and interact with colleagues and members of the general public and other groups involved in the operation of the school system.
* Assemble information and make written reports about the performance of the school system.
* Other duties and responsibilities as assigned by the Director of Schools.

Minimum Training and Experience Required

A valid teaching license with an administrator endorsement is required. A Master’s Degree in Education, Education Administration, or a related field and at least 5 to 7 years of experience as a teacher, with program coordination and supervisory experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Previous experience with Title I programming is preferred.

Application Process

Candidates wishing to apply for this position should complete a Professional Teaching Application for the Hickman County School System, located [here](http://hickmank12.org/wp-content/uploads/2015/07/TeacherApp.pdf). Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033, to the attention of Michelle Gilbert.

Current employees of the Hickman County School System may apply by submitting a letter of interest to Michelle Gilbert.

Applications must be received by the close of business on Monday, June 6, 2016.

Questions about this position may be sent to Michelle Gilbert at michelle.gilbert@hickmank12.org.