

## **Job Title: Federal Programs Supervisor (Federal Programs Director)**

**POSITION SUMMARY:** The job of Federal Programs Director was established for the purpose of directing/overseeing Federal (Title) Programs/Grants. The basic and broad duty is to implement and coordinate Federal (Title) Programs/Grants in all eligible schools.

### **ESSENTIAL FUNCTIONS:**

- Collaborate and work cooperatively with internal and external personnel for the purpose of developing and maintaining services and programs
- Compile data for the development and evaluation of programs
- Comply with legal, administrative and/or financial requirements
- Coordinate operations among eligible schools for the purpose of ensuring that district objectives are achieved, and resources are effectively utilized
- Monitor budget allocations, expenditures, and financial activities to ensure that fiscal practices are followed
- Participate in meetings, workshops, and conferences for the purpose of conveying and/or gathering information required to perform functions
- Supervise assigned program personnel to ensure individual and program performance objectives are met
- Prepare a variety of program related reports in both manual and electronic formats to document activities, convey information and ensure program requirements are met in an effective and timely manner
- Implement programs/grants to conform to district and state instructional objectives
- Develop, evaluate, implement, and maintain services in compliance with established rules, regulations, and guidelines.
- Complete and submit district, state, and federal reports in a timely manner
- Meet with regional, state, and/or federal monitors
- Prepare and distribute appropriate project information to school personnel and/or community
- Provide professional development opportunities based on the needs identified by the LEA and stakeholders concurrent with Federal Spending Handbook.

### **OTHER FUNCTIONS:**

- Perform other related duties as assigned by the director for the purpose of ensuring the efficient and effective functioning of the school district.

## **JOB REQUIREMENTS:**

### **Minimum Qualifications:**

Specific skilled-based competencies required to satisfactorily perform the functions of the job include:

- operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.
- Must perform technical tasks with the potential of upgrading skills to meet changing job conditions
- Must communicate with diverse groups in oral or written form, be an effective listener and maintain confidentiality
- Able to manage varied projects and programs
- Able to guide and supervise others

### **Responsibility:**

To support the mission of the Rhea County School System and accomplish all assigned tasks/missions effectively and efficiently

### **Experience:**

Incumbent shall have at least five years of work-related experience.

### **Education:**

Valid Tennessee teacher's license with appropriate endorsement based on a minimum of a Master's Degree.

### **Requirement:**

This is a certified position.

### **WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.