

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of ten (10) years successful experience in the area of instruction, including at least three (3) years as an administrator and three (3) years as a teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal programs. Knowledge of current trends and research in area of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting federal programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on federal programs including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to federal programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Demonstrate ability to work effectively with teachers, administrators and parents. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the federal programs.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership, coordination and support of federal programs that will enhance opportunities for student growth and improved student performance.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

DIRECTOR OF FEDERAL PROGRAMS (Continued)

EVALUATION:

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

Job Description Supplement No. 11

DIRECTOR OF FEDERAL PROGRAMS (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Monitor the implementation of federal programs to ensure compliance with provisions of the grant(s).
- * (2) Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports as required for federal and specially funded programs.
- * (4) Follow-up and resolve findings of external auditors.
- * (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- * (6) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in federal programs.

Interagency Communication and Delivery

- * (7) Maintain a working relationship with all appropriate governmental agencies.
- * (8) Use effective communication strategies to interact with a variety of audiences.
- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.

Professional Growth and Improvement

- * (11) Assist in the development, implementation and evaluation of staff development activities.
- * (12) Set high standards and expectations for self and others.
- * (13) Keep up-to-date and well-informed about trends and best practices in assigned area.
- * (14) Maintain a network of peer contacts through professional organizations.
- * (15) Promote and support the professional growth of self and others.

Systemic Functions

- * (16) Prepare, implement and coordinate federal projects and grants.
- * (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (18) Recommend the establishment or elimination of special classes, programs and services.
- * (19) Assist in projecting budgets and personnel needs for federal education programs.
- * (20) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
- * (21) Provide input in the planning, modification and construction of educational facilities.
- * (22) Prepare all required reports and maintain all appropriate records and inventories.
- (23) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (24) Coordinate the planning, implementation and evaluation of federal programs and services.
- * (25) Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- * (26) Implement and monitor procedures for placement, transfer and program completion for students in federal programs.
- * (27) Assist in maintaining appropriate coordination between federal programs and other programs.
- * (28) Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.
- * (29) Assist in the development of administrative guidelines for federal programs.

*Essential Performance Responsibilities