

TITLE **Supervisor – Federal Programs including ESSER, Testing, and VPK**

QUALIFICATIONS

1. Valid Tennessee teacher’s license with appropriate endorsements;
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a Master’s Degree; and
3. Appropriate certification as required by state law and State Board Rules and Regulations.

JOB GOALS

To use available federal funding opportunities to the greatest benefit for the system’s educational programs, facilities and personnel;

To assist teachers and parents in meeting the educational needs of students; and

To oversee the school system’s implementation of the state’s mandated testing program.

ESSENTIAL FUNCTIONS

Consolidated Administration of Federal Projects:

1. Oversee all federal grants to include Title I, II-A, III, IV and V when applicable.
2. Assume responsibility for writing all proposals and filing all applications;
3. Evaluate the federally funded project(s), and others if needed;
4. Prepare in conjunction with the finance office project updates, amendments, and addendums, and submit them to the proper agencies;
5. Supervise the implementation of the needs’ assessments and projects;
6. Monitor and keep close contact with those who are involved in federal programs;
7. Cooperate with community agencies that are involved in the program;
8. Review data and compile comparability reports
9. Help plan and assists in methods of involving parents;
10. Plan for the implementation of the evaluation design for a given project;
11. Prepare the evaluation form(s) for the state agencies; and
12. Prepare and administer the budget and see that projects operate within the funded budgets; and

ESSER:

1. Overseeing planning and implementation of all aspects of ESSER Grants.
2. Coordinate and maintain such record keeping as necessary.
3. Collaborate with all departments assisted through ESSER
4. Ensure compliance with all State and Federal requirements of ESSER grants
5. Prepare and maintain ESSER budgets.
6. Track and maintain appropriate data to ensure the effectiveness of the ESSER grants.

Testing

Handle all aspects of mandatory testing including, but not limited to:

- a. Ordering
- b. Distributing to schools
- c. Coordinate with Special Educations to ensure proper modifications
- d. Ensuring state guidelines are followed
- e. Transiting to on-line testing

Mandatory testing includes:

ACT,
Fall semester - End of Course Assessments at FCHS,
Spring semester - End of Course Assessments at FCHS,
Yearly End of Course Assessments at Huntland, and
Achievement (grades 3-8)

Preschool

Monitors the VPK Program

Perform other duties as deemed necessary by the Director of Schools

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.
5. Good organizational skills.
6. Enthusiasm.
7. Ability to meet the public well.
8. Ability to represent the organization in a professional, positive, manner.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.
5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment. Work year of 251 days

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to 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.).

GENERAL REQUIREMENTS

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.