

Job Title: Supervisor – Federal Programs

FLSA Exemption Status: Exempt

Term: 251 days

Minimum 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 Objectives/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 oversee the school system’s implementation of the state’s mandated testing program.

Responsibilities and 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 assist 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;
12. Prepare and administer the budget and see that projects operate within the funded budgets;
13. Attend work on a regular and predictable basis; and
14. Perform other duties as assigned.

Skills and Abilities Required:

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.

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

Reports To: Director of Schools

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

