

Job Description: Director, Federal Programs & Grant Management



Position Title:

Director, Federal Programs & Grants Management

FLSA Status:

Exempt

Salary Grade:

SG22

Pay Grade:

Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform essential functions. The tasks are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to provide leadership, direction, development, delivery, monitoring, and reporting to implement the Local Education Agency (LEA) federal education plan, the Elementary and Secondary Education Act (ESEA) requirements for federal programming, and ensure adherence to other federal and state requirements and local policies and procedures. Responsible for programmatic and fiscal compliance with laws, regulations, and specific requirements established through federal funding and particular grants.

Essential Functions of this Job

Directs externally funded programs, including those federally funded by Title I through Title X programs under the auspices of the Elementary and Secondary Education Act.

Job Description: Director, Federal Programs & Grant Management

Directs and coordinates the implementation of the Title I program, providing help to eligible schools in preparing their School Improvement Plans, maintaining appropriate documentation, maintaining their budget, and ensuring adherence to federal, state, and local policies and procedures. Visits schools to review documentation and review individual School Improvement Plans and budgets.

Works in collaboration with the Superintendent, Chief Financial Officer, school administrators, and designee to execute effective implementation of Title I through Title X programming to support student achievement.

Provides leadership to ensure the best possible opportunities for compensatory education are achieved for Educationally deprived children living in low-income families.

Directs and assists in implementing mandated federal and state intervention/Differentiated Accountability (DA) requirements, including communicating with the Florida Department of Education, system leadership, external consultants, and school staff; oversees the development, implementation, and monitoring of site action plans.

Develops procedures and protocols for collecting budget requests from district-based and site-based leadership to support effective teaching and learning.

Coordinates staff review of budgetary needs for submission to the Board of Trustees by the Superintendent. Monitors school-based expenditures of the federal, grant, and categorical funds.

Monitors assigned budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures by established limitations.

Works with Professional Development Coordinator to support student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.

Assists and advises principals and district administrators in coordinating the school improvement process, implementation, and evaluation of state and federal grants.

Remains current laws and requirements regarding each assigned program or grant and meets with related staff to interpret and implement regulations.

Prepares and submits all federal and state reports related to each program or grant.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Considerable knowledge of budget preparation, efficiency, and control principles and techniques. Considerable knowledge of applicable federal and state laws, codes, regulations, policies, and procedures. Thorough understanding of financial targets and measurable budgetary outcomes in

Job Description: Director, Federal Programs & Grant Management

the Strategic Plan.

Ability to incorporate financial analysis into strategic decisions. Ability to implement operating budget flexibility to address changing priorities. Ability to analyze data and arrive at sound conclusions. Ability to express oneself effectively, orally and in writing. Ability to communicate with multiple and varied district shareholders and plan, implement, and evaluate effectively. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from an accredited college or university with a Master's degree in Business Administration, Financial Services, Education, Education Administration, or a related field is required. A minimum of five (5) years of experience as a district administrator with three (3) years of increasingly responsible experience related to management, supervisory, and budgetary experience with multi-million-dollar federal programs or grants is preferred. Program coordination or administration experience is required.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, and moving about for most of the day, and the ability to lift, carry, push and position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds. Requires travel to schools and worksites within the System.

Local Code:

9000

Approval Date:

Date Last Revised:

4/11/2022