

District Position Description



Position Title:	Director of Federal Programs
Department:	Office of Federal Programs
Reports To:	Chief Instructional Officer
FLSA Status:	Exempt

SUMMARY:

Under limited supervision, directs the Title I, Title II, Title III, Title IV and McKinney Vento Homeless programs for the District. Responsible for utilizing Federal, State, and local funding opportunities to benefit the educational excellence of the District's programs, facilities and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs the administration and coordination of the District's Title programs to ensure appropriate use of funds.
- Assists in the development of budgets for materials, supplies, and equipment for the various assigned programs.
- Validates the identification and placement necessary for the eligible students in the Title programs.
- Assists with evaluation of new academic programs.
- Monitors the Title programs and other programs as assigned.
- Assists with the coordination of providing on-going professional development for administrators, teachers and other who are responsible for various federal programs as listed above.
- Acts as the liaison between Federal, State, and local agencies that have impact on the Title programs.
- Coordinates with various advisory councils that is essential to these programs and publicity about the programs to the state, local and other media.
- Prepares and submits all reports due various agencies connected to each program, including furnishing copies for district files.
- Assumes responsibility for keeping current professionally by attending pertinent professional meetings and conferences that will contribute to professional growth.
- Operates general office equipment such as copier, computer, and calculator.
- Performs other duties as may be assigned by the Chief Instructional Officer or Superintendent.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

Master's Degree in Education Administration or a related discipline; minimum of five years of successful teaching experience, or any equivalent combination of education/experience that provides the required knowledge, skills, and abilities. and at least five years of accounting/finance experience or an acceptable equivalent combination of education and experience. A minimum of three years of supervisory experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid South Carolina Certificate in one of the following areas:

- Elementary Principal (Tier I, Tier II)
- Elementary Supervisor
- Secondary Principal (Tier I, Tier II)
- Secondary Supervisor

SUPERVISORY RESPONSIBILITIES:

Supervises assigned staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate effectively with students, parents, District staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for federal program initiatives.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to comprehend, interpret, and apply state and federal regulations to related academic initiatives. Ability to effectively apply knowledge of academic initiatives, programs, and services. Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Personal computer experience required. Knowledgeable of all state and federal regulations and compliance requirements applicable to federal programs. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of fiscal management practices. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours. Duties of the job require frequent use of a computer monitor and related equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

TERMS OF EMPLOYMENT:

12 months

Director II Pay Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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