

Title: Assistant Director of Federal Programs (FLSA: Exempt)

Performance Responsibilities Management - Initiates fiscal practices and procedures designed to maintain the financial management and compliance of Federal programs of the parish.

- Initiates, interprets, disseminates, and administers all policies and guidelines related to compliance.
- Directs the preparation of grant proposals, needs assessments, evaluations, and annual reports on federal programs.
- Supervises the building operations and special use of the Educational Center.
- Establishes a framework for subordinates to fulfill their duties and holds regular meetings to discuss responsibilities, policies and direction of the program.
- Purchases and inventories media.
- Supervises and evaluates assigned clerical and non-professional Title I personnel.

Any and all duties as assigned by Director of Federal Programs

Leadership - Provides leadership in directing the work of Title I personnel.

- Provides leadership in planning, managing, and coordinating human relations activities and educational media programs.
- Assigns, evaluates, and assists in developing skills of non-certificated Title I personnel.
- Ensures the professional work of personnel who work with students is in compliance with federal and state guidelines.
- Advises the system in finance, administrative, and operational aspects of new and proposed programs as requested.

Design and Evaluation - Assumes financial responsibility for the design and evaluation of federal programs.

- Develops comprehensive goals and objectives for federal programs.
- Develops personal goals and objectives for effective leadership.
- Initiates review and evaluation of all practices and procedures related to federal programs.
- Stimulates and assists staff in investigating, evaluating, and implementing change.
- Makes recommendations based on satisfactory interpretation and implementation of all State Department of Education guidelines.

Student Services - Initiates practices designed to promote the success and well being of students.

- Establishes programs, guidelines, and procedures for offering supplementary educational services to students.
- Assists community agencies in developing programs designed to meet the needs of students.
- Consults with parents, teachers, and counselors on the development of plans for helping students.

School/Community Relations - Supervises and implements practices leading to effective public relations.

- Works to achieve maximum understanding and support of public education.
- Prepares and disseminates information about federal programs.
- Works with parents, school personnel, and Title I personnel to solve any problems related to communication, implementation, or interpretation of services.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.

Recommended Qualifications: Valid Type A La. Teaching Certificate; United States citizen or authorized alien; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of employment: 12 months

Reports to: Director of Federal Programs

Supervises: Non-Certificated Employees at the Educational Center employed by Title 1.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)