

**Title: Director of Federal Programs and Supervisor of Instruction (FLSA: Exempt)**

**Performance Responsibilities Design and Evaluation - Supervises the design and evaluation of all federal programs in the Parish.**

- Develops comprehensive goals and objectives for federally funded programs in the Parish, both long-range and short-range.
- Develops assessment strategies for determining the extent of success of federal projects and makes recommendations for changes.
- Reviews and improves all programs provided by federal funds on an annual basis.
- Develops personal goals and objectives for effective leadership.
- Assists staff in investigating, evaluating, and implementing changes based upon systematic analysis.

**Any and all duties as assigned by Assistant Superintendent of Federal Programs and Students with Exceptionalities**

**Leadership - Supervises the implementation of all federal programs and all personnel in these programs.**

- Develops staff plans for federal programs as well as establishing a framework for subordinates to fulfill their duties.
- Recommends employment of teachers, specialists, and auxiliary personnel to work in federally funded programs.
- Assists in interviewing, employing, directing, evaluating, developing, and recommending for dismissal all subordinates in federal programs.
- Provides leadership in designing, planning, managing and evaluating staff development and in-service training programs.
- Supervises the maintenance of personnel records, files and documents and offers concrete evidence for promotion or dismissal.
- Advises the System on financial, administrative and operational aspects of proposed federal programs.
- Provides leadership in planning, managing, and coordinating federal educational programs and media programs.

**Management - Initiates practices and procedures designed to provide the proper management of all federal programs.**

- Directs preparation of budgets, payrolls, and general accounting related to federal programs.
- Supervises the preparation of grant proposals and special reports required of federal programs.
- Holds regular staff meetings with subordinates to plan for the proper management of all aspects of federal programs.
- Supervises the operations of all special use centers.

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

- Cooperates with community agencies whose purposes relate to the welfare of students.
- Oversees the effectiveness of programs designed to help students overcome achievement problems.
- Plans and develops programs designed to offer supplementary assistance of students.

**School/Community Relations - Initiates practices and procedures which insure effective school/community relations.**

- Works to achieve maximum understanding and support for education.
- Encourages parent and citizen participation in support of federal programs.
- Assists the Superintendent with internal and external communications regarding the function and operation of federal programs.
- Develops communication materials designed to inform the public and staff about federal programs.
- Disseminates, interprets and administers all policies related to federal programs.
- Provides an open-door policy which allows for suggestions and recommendations for change.

**Professional Development - Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** 12 months

**Reports to:** Assistant Superintendent of Federal Programs and Students with Exceptionalities

**Supervises:** Coordinator of Title I and Instructional Personnel

**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**