

Title: Supervisor of Federal Programs (FLSA Exempt)

Performance Responsibilities:

Design and Evaluation - Supervises the design and evaluation of all Federal Programs in the District.

- Assists in interpreting, disseminates, and administers all policies and guidelines related to compliance.
- Assists in the development of assessment strategies for determining the extent of success of Federal projects and makes recommendations for changes.
- Assists in the preparation of evaluations and annual reports on Federal Programs.
- Makes recommendations based on satisfactory interpretation and implementation of all State Department of Education guidelines.
- Supervises and evaluates clerical and non-professionals as assigned by the Director of Federal Programs.
- **Any and all duties as assigned by the Director of Federal Programs**

Leadership - Supervises the implementation of all Federal Programs and all personnel in these programs.

- Provides leadership in planning, managing, and coordinating human relations activities and educational media programs.
- Assists in recommending the employment of teachers, specialists, and auxiliary personnel to work in Federally Funded Programs.
- Ensures the professional work of personnel who work with students is in compliance with Federal and State guidelines
- Assigns, evaluates, and assists in developing skills for the personnel in Federally Funded Programs.
- Assists in the supervision of the maintenance of files and documents for Federally Funded Programs.

Management - Initiates practices and procedures designed to provide the proper management of all Federal Programs.

- Assists in the preparation of budgets, payrolls, and general accounting related to Federal Programs.
- Initiates the preparation of grant proposals to actively acquire federal funds as assigned.
- Assists in the preparation of all special reports required of Federal Programs.
- Holds regular staff meetings with subordinates to plan for the proper management of all aspects of Federal Programs.
- Assist in the supervision of the operations of all special use centers.

Student Services - Implements practices designed to promote the success and well-being of 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 - Initiates practices and procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support for education.
- Prepares and disseminates information about Federal Programs.
- Works with parents, school personnel, and the department personnel to solve any problems related to communication, implementation, or interpretation of services.
- Designs and conducts effective meetings which project the professionalism of self and others.

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: Twelve (12) months

Reports to: Director of Federal Programs

Supervises: Coordinators of Federal programs, Instructional Coaches, Interventionist, and support staff as assigned by the Director of Federal Programs

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

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

Copy-School/Site File

Copy-Employee