

**Executive Director of Federal Programs
New Hanover County Schools**

Job Description

Class: Administrative
Division: Instruction and Academic Accountability

TITLE: Executive Director of Federal Programs

QUALIFICATIONS:

1. Master's degree in Education, Education Administration, or related field; Doctorate preferred. North Carolina Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years of experience in a supervisory role and/or school administration, school central office administration, or equivalent experience; experience with federal funds with a focus on Title I preferred.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Chief Academic Officer

JOB GOAL: To provide leadership, supervision and administration in developing and administering the operation for all of the district's Federal and Special Programs including Title I, Title II, Title III/ESL, ESSA (Every Student Succeeds Act), and other special and federal programs.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal laws, and North Carolina Department of Public Instruction rules and regulations.
2. Provide programmatic coordination, leadership, and administrative support to schools, district leadership and parents/stakeholders.
3. Oversee and monitor the development, implementation and compliance of comprehensive Federal and Special programs and plans in eligible schools ensuring adherence to federal, state, and local policies; and the development and monitoring of related budgets.
4. Inform, interpret and make recommendations regarding the impact of current and impending federal legislation.
5. Conduct staff development on federal laws and procedures and provide professional development for principals, teachers and other staff as needed.

6. Review school plans and budgets and visit schools to review documentation.
7. Serve as a resource to schools, parents, and community members regarding Federal and Special programs.
8. Serve as liaison with school supervisors, school administrators, and other district employees regarding Federal programming.
9. Serve as liaison with Department of Public Instruction for Federal and Special Programs.
10. Interpret educational policies and procedures for a variety of audiences, as related to Federal and Special Programs.
11. Prepare grant applications to receive Federal funding and additional grants to secure supplementary Federal funds to include but not limited to School Improvement Grants; monitor grant expenditures, and ensure programs are implemented within Federal guidelines.
12. Monitor and keep records of Federal and grant funds allocated to the Local Educational Agency (LEA).
13. Maintain records of Federal programs; create summary reports for programs and for any monitoring visits; prepare and submit required local, state and federal reports.
14. Conduct personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
15. Coordinate, implement, and supervise the Federal program activities.
16. Conduct administrative meetings and applicable trainings for Federal and Special Programs with principals, teachers and other personnel.
17. Obtain and use evaluative findings, including student achievement data, to examine curriculum and instruction program effectiveness; recommend changes needed to improve program.
18. Evaluate all federal legislation, projects and programs for grant entitlement and allocation opportunities relevant to the needs of the district.
19. Perform other related work as required.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA VII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills, and Abilities:

- Possesses a strong background in educational leadership; demonstrated competence in the ability to manage and supervise a department and staff.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Considerable knowledge of the current literature, trends, and developments in the Title I arena.
- Ability to establish and maintain productive working relationships with staff, executive leadership and other stakeholders at all levels.
- Ability to apply critical thinking skills in program planning and rendering solutions to various issues.
- Knowledge of grant proposal development and an ability to manage financial, material and human resources effectively.
- Ability to utilize and train in the use of technology tools to improve efficiency and productivity.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.
- Ability and demonstrated competence in collecting, analyzing and using data and information to plan, implement and make recommendations regarding programs.
- Ability to develop, implement, monitor and evaluate program goals and initiatives targeted at increasing student achievement.
- Ability to successfully manage multiple tasks, projects and responsibilities; possesses the flexibility to adapt as necessary.
- Ability to exercise strict confidence in handling sensitive and confidential information;
- Excellent communication skills, both written and verbal; ability to produce comprehensive reports and deliver presentations.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.