

**Job Title:** Director of Federal Programs

**Reports to:** Assistant Superintendent of Business & Operations

**Dept./School:** Business & Operations

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**Primary Purpose:**

Coordinate the district federal. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal programs.

**Qualifications:**

**Education/Certification:**

Master's Degree, Principal Certification

**Special Knowledge/Skills:**

Knowledge of federal program rules and regulations

Ability to interpret data

Strong organizational, communication, and interpersonal skills

**Experience:**

Experience in federal program management

**Major Responsibilities and Duties:**

**Program Management**

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district and make recommendations regarding participation.
2. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs including preparing and submitting standard applications for federal funds to Texas Education Agency (TEA).
3. Serve as liaison between school and other agencies on joint projects that are federally funded.
4. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
5. Advise superintendent or designated administrator of the financial and administrative impact on the district of current and impending legislation.
6. Develop and implement a continuing evaluation of federal/special programs and implement changes based on the findings.
7. Compile budget and cost estimates based on documented program needs.

**Policy, Reports, and Law**

8. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to TEA.
9. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_