

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Director of State and Federal Liaison Services  
**DATE:** May 21, 2003  
**REVISED:** August 13, 2014  
**Revised:** January 27, 2016

**REPORTS TO:** Executive Director  
**APPROVED BY:** Board of Directors

**JOB SUMMARY:** Prepare and disseminate information that will maintain and generate state and federal funding to support student learning. Maintain files on laws, rules, regulations and guidelines. Assist in the planning, development and implementation of state and federal programs. Provide leadership by conducting seminars, conferences and workshops.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Coordinate and execute all state and federal program responsibilities and activities within state and federal regulations.
2. Maintain an up-to-date working knowledge of other educational disciplines as they relate to, and affect, state and federal liaison services.
3. Direct all reporting and financial accounting for these programs.
4. Maintain current files for state and federal programs.
5. Serve as a liaison for the Local Education Agency for many state and federal projects.
6. Write, review and submit educational program proposals, receive and expend all funds for payroll and for the purchase of all materials, supplies, and equipment with which to implement programs. Evaluate the program effectiveness as needed.
7. Develop and monitor protocols for submitting grants and research available grant opportunities.
8. Coordinate, manage, and evaluate Midwestern Intermediate Unit IV's joint purchasing program.
9. Coordinate, manage, and evaluate the Midwestern Intermediate Unit IV's State Parent Resource Center.
10. Evaluate appropriate personnel according to policy established by the Board of Directors.
11. Convene staff from different program areas and the district and create collaborations that represent collective educational goals.
12. Attend conferences and seminars to exchange information with colleagues in similar positions and share information with schools in Midwestern Intermediate Unit IV's service area.
13. Plan, prepare, and administer service area budget.
14. Ensure the implementation of job descriptions within the service area and monitor, evaluate, and modify as the need dictates.
15. Maintain fiscal and program compliance for projects.

16. Provide direction to Local Education Agencies that will help them to successfully complete monitoring visits.
17. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Five (5) years of experience in multiple areas of public education required, including elementary or secondary school instruction, administrative/supervision and school budgeting and accounting
- Master's degree required
- Knowledge of K-12 curriculum, instruction, assessment, school organization and management, finance, grant development, school district policy and Pennsylvania school law
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*