

## **Director-Federal Programs/Title IX Coordinator/Virtual School Programs**

**Department:** Instructional Operations

**Reports To:** Assistant Superintendent

**FLSA Status:** Exempt Contract Days: 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

**Purpose of Job**

To provide leadership and perform tasks necessary to ensure the efficient operation of all Federal Programs and Virtual School Programs

**Essential Duties and Responsibilities:**

The following qualifications/duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Experience working with and administering all federal program budgets
- Knowledge of federal laws, policies, procedures, and practices as they relate to federal programs
- Effectively and actively work with most aspects of federal programs, including parental involvement system-wide and at the local schools.
- Supports federal programs and initiatives to promote student learning and success. Designs and coordinates structured, organized, systematic processes in collaboration with Public Relations/Grants Manager, teachers, parents, schools' staff, school administration, and stakeholders for continuous improvement and high-quality educational experiences.
- Experience working with and knowledge of all Virtual School programs, including but not limited to; ACCESS, Life Academy, and/or any other PreK-12 instructional programs delivered online.
- Basic knowledge of governmental and school system budgeting procedures
- Basic knowledge of grants and grant administration systems, processes, and budgeting
- Knowledge of the laws, policies, procedures, and practices as they relate to the "Every Student Succeeds Act of 2015"
- Knowledge of board policies and procedures
- Knowledge of curriculum development, effective classroom practices, and staff development principles
- Knowledge and expertise in scientifically-based strategies and instruction
- Serve on the school district's Accreditation and Strategic Planning teams
- Collaborate with all Directors/Principals to ensure the successful implementation, compliance, and coordination of all Federal Programs
- Collaborate with all Directors/Principals to ensure the successful implementation, compliance, and coordination of all Virtual School programs
- Collaborate with other Directors to accomplish the overall goals of the school system
- Collaborate with, and assist schools with select IEP meetings
- Ability to compile technical and statistical information, to prepare reports and correspondence; interpret federal, state, and local government laws and regulations regarding grant contracts; review the work products of others to ensure conformance to standards; operate a variety of office equipment
- Ability to exercise objective professional judgement
- Ability to demonstrate effective leadership skills
- Ability to communicate effectively (either verbally or electronically)
- Ability to use effective public relations skills necessary for the successful implementation of the programs and maintenance of productive relationships among colleagues

**Additional Job Functions**

Performs such other tasks/duties and assumes such other responsibilities as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Printed Name: \_\_\_\_\_

\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\*

Approved 1/20/2021 Board Meeting