Federal Programs Director

JOB GOAL

To be responsible for planning, supervising, and coordinating all phases of the District's title I program in compliance with federal, state, and District laws, regulations, policies, and guidelines.

QUALIFICATIONS:

(1) Master's Degree from an accredited institution.
(2) Certification in Administration

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Title I programs, regulations and guidelines. Demonstrated ability to work effectively with teachers, administrators, and parents. Knowledge of current trends and research in area of responsibility. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the Title I program. Effective oral and written communication skills.

REPORTS TO:

Superintendent and Assistant Superintendent

SUPERVISES:

Assigned Support Personnel.

PERFORMANCE RESPONSIBILITIES:

Technical Professional Knowledge
(1) Identify eligible target schools on an annual basis.
(2) Develop the District ESEA Title I plan and application based on assessed needs and the District's philosophy and instructional goals.
(3) Submit budget (s) and amendments based on assessed needs,
District philosophy, District goals and long-term objectives- for ESEA Title I programs.
(4) Assist in the implementation of the planned Title I project.
(5) Supervise· assigned per sonnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

Communication
(6) Collaborate with other professionals through participation on committees to ensure effective services for students served in ESEA Title I -funded programs.
(7) Disseminate information about Title I requirements to District and school-level staff.

(8) Provide the general public with information regarding various aspects of the programs.
(9) Serve as liaison between District and state/federal offices.
(10)Communicate effectively with o t her professionals, parents, and the community.
(11) Respond to inquiries or concerns in a timely manner.

Proactive Orientation
(12)Assist with making recommend lions for employment and assignment of personnel funded by the program.
(13)Demonstrate initiative in performance of assigned responsibilities.
(14)Anticipate problems and design programs and procedures to address them.

Critical Thinking
(15) Identify strengths and weaknesses in ESEA Title I funded programs.
(16)Assist in designing and implementing an evaluation system for ESEA Title I - funded programs.
(17)Review and analyze data relative to assigned area.
(18)Use current researcl1 on best practices in developing programs.

Continuous Improvement
(19)Set high standards for self and others and encourage reaching higher standards.
(20)0rganize and submit a plan for staff development based on identified needs and requirements of the ESEA Title I laws and regulations.
(21) Attend and participate in educational conferences pertinent to the delivery of ESEA Title I- funded services.
(22) Keep up to date and well informed about trends and developments in Title I and related programs, including federal and state requirements of the program

Facilitation
(23) Coordinate the program with the appropriate District-wide curricula and individual target school programs.
(24) Facilitate a District support system for schools implementing ESEA Title I school-wide plans.
(25) Promote coordination among other agencies in the provision of available resources for students.
(26)Ensure that the ESEA Title I Dis trict and school plans reflect input from parents of children eligible Title I funded services and the thinking of all levels of personnel involved with the implementation of the programs.
(27)Facilitate the articulation of Title I initiatives with basic and exceptional students educational programs in the District
(28)Use appropriate interpersonal styles and methods to guide others toward task accomplishment
(29)Facilitate individual and group problem-solving.
(30)Facilitate the training of teachers in appropriate teaching methods for children served by ESES Title I funded program (s).

(31)Assist in implementing and coordinating the transfer of medical and educational records of migrant/homeless/ESL students in compliance with the Family Educational Rights and Privacy Act of 1974.
(32) Coordinate an annual updating of inventory of equipment and materials purchased with ESEA Title I funds.
(33) Assist with monitoring the programs to ensure compliance with laws, regulations, policies, and guidelines.
(34) Monitor expenditures of ESEA Title I
(35) Supervise expenditures and services to assure that the program is supplemental and not supportive
(36) Submit all reports and information required to appropriate local, state, and federal agencies in a timely manner
(37) Serve on District committees and task forces in support of District initiatives and priorities.
(38)Exhibit commitment to the vision and mission of the School District.
(39) Serve as a district representative at emergency shelters as determined by the superintendent.
(40) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness
(41) Make and share decisions in a timely manner.
(42) Respond quickly to emergency situations

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of fore occasionally and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.