

JOB DESCRIPTION
FEDERAL PROGRAMS DIRECTOR/FAMILY RESOURCE CENTER
ADMINISTRATOR

JOB SUMMARY

Organize, manage, coordinate, and monitor special projects district-wide to ensure federal funding opportunities to the greatest benefit of our schools.

QUALIFICATIONS

Five years administrative experience (preferred)
Valid professional license with appropriate administrator/supervisor
Endorsement
A wide range of experience working in grades PreK – 12 (preferred)
Such alternatives to the above qualifications as the Board of Education may
find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

Reports to Assistant Superintendent of Curriculum and Instruction

EVALUATION: Administrator Effectiveness Plan

JOB DUTIES:

1. Project a positive image of Trussville City Schools and Federal Program opportunities
2. Keep information confidential concerning school business, student and family information
3. Act in a professional manner at all times
4. Coordinate the Family Resource Center and its resources with other designated administrators
5. Work with the system social worker and community relations coordinator to comply with state and federal laws and set up programs for the Family Resource Center
6. Attend professional development and planning courses associated with Federal Funds and initiatives for the Family Resource Center
7. Work with administrators to plan parental components of federal grants
8. Work with administrators to provide assistance to students and families in locating materials, resources, and programs, etc.
9. Write, administer and implement all Federal project grant applications with the exception of IDEA and CTE

10. Work with the Assistant Superintendent of Finance to prepare budget from Federal Funds for the Family Resource Center
11. Monitor and assure compliance in all designated areas of Federal Programs
12. Work with the ELL Coordinator on Federal and State Grants for the ELL Program and any duties assigned.
13. Administer the After School and Summer Child Care Programs for the school system programs
14. Remain up-to-date on the changing laws and requirements regarding Federal Funds and disseminate the information to system personnel in a timely manner
15. Maintain proper utilization of available local and federal funds to implement the Family Resource Center and system-wide and school-based initiatives that are aligned with student needs.
16. Collaborate with the Assistant Superintendent of Finance and assistant Superintendent of Curriculum and Instruction to ensure Family Resource program compatibility with the overall district curriculum and budget.
17. Perform other duties as assigned by the Assistant Superintendent of Finance or Assistant Superintendent of Superintendent or Superintendent of Schools.

Board Approved: February 20, 2018