JOB DESCRIPTION
Campbell County School District
Director of Federal Programs

Job Summary

Certified/Professional/Supervision

Position is responsible for implementation and coordination of the ESSA federal programs in the Campbell County School System.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of a Master's degree in education
- Teacher leadership experience
- Evaluation scores/data indicating effective instruction
- Minimum of 5 years teaching experience
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults

Essential Duties

- Ensure that all ESSA federal requirements follow standards set by the State and Federal Departments of Education
- Supervise, coordinate, and monitor all activities of the English Language Learner (ELL) Program, including assisting with funding options
- Assumes the responsibility of supervising the system's homeless liaison, including providing support of funding requirements and monitoring of program requirements
- Supervise and monitor parent involvement activities related to federal, state, and local requirements
- Assume responsibilities for the implementation of the Title I, Title II, Title IV, and Title V grants
- Assume responsibilities for supervising and coordinating Job budget requirements, program requirements, and monitoring requirements
- Assist with procurement of resources necessary to successfully implement the educational programs and requirements of all assigned programs
- Monitor all financial records and responsibilities related to funding requirements of all assigned programs
- Maintain accurate records and accounting processes for assigned programs
- Supervise Instructional Coaches

Other Duties

- Work collaboratively with other staff, supervisors, and Director

- Assist with interview scheduling and/or applicant searching
- Assist in the ongoing process of creating and uploading information into ePlan
- Assist in the development of a district level five-year plan

Campbell County School District reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Federal Programs Supervisor.

Name (Print) Signature Date