San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Federal Programs	**Exemption Status:**	Exempt
Reports to:	Asst. Supt. of Finance/Operations	**Pay Grade:**	06
Works with:	District Personnel	**Days:**	226
Dept. /School:	Finance & Operations	**Date Revised:**	08.03.2020

Primary Purpose:

To provide administrative expertise and leadership, coordinating and supervising programs, to monitor state and federal documents relating to funding priorities for modifications in regulations governing special programs for new programs that are consistent with Board Policy and with statutes and standards of all regulatory agencies. Act as primary liaison among assigned administrators, central staff support services, department administrators and campus leaders. Ensure that assigned programs remain in compliance programmatically and financially. He/she is responsible for improving the quality and effectiveness of the educational programs in the district.

Prerequisites:

- Master's Degree;
- Professional Mid-Management Certificate; Administrator, or Principal Certificate;
- Five (5) years of Administrative experience; and
- Three (3) years of experience in administering federal and/or state grants and/or program funding.

Major Responsibilities and Duties:

- Assists in ensuring that categorical federal supplemental funded instructional programs meet fiscal program compliance guidelines and are supportive of the instructional goals of the individual campuses and district as noted in the CIPs and DIP supported by TAPR reports.
- Assists in the coordination, planning, and supervision of federal and state supplemental instructional programs in cooperation with Executive Directors, central office program administrators, campus principals, and departmental staff.
- Uses evaluative findings to recommend goals and objectives for Federal and State Programs.
- Maintains necessary records and issues reports required by the federal government, the Texas Education Agency, and the Superintendent of Schools.
- Oversees that federal and state categorical funds are uniformly and consistently applied to serve the appropriate student population.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Stays informed of Federal and State appropriations for educational programs in which SBCISD may be eligible to participate.
- Prepares applications and amendments for projects funded within the guidelines of Title I, Part A, Title I Part C Migrant, Title I Part D, Title II Part A TPTR, Title II Part D: Technology, Title III Part A: English Language Acquisitions, Title IV as approved by the administration and board of Trustees.
- Provides information to all personnel connected with programs described in the above listed bullets.
- Administer and monitor all aspects of the ESSA federal programs.
- Ability to establish and maintain effective working relationships with students, staff, and the school.
- Maintain confidentiality at all times regarding school matters.
- Prepare and submit the annual project and budget for each program to Business Office.
- Remain current on laws and requirements regarding federal and state program and meet with related staff to interpret and implement regulations.
- Represents San Benito CISD at workshops and meetings on local, district, state and national levels relating to the area of federally funded and bilingual educational programs.

- Coordinates with the district's parental advisory committees relating to all federal programs at least twice a year to provide leadership in transacting the business of committee.
- Supervises and evaluates the performance of the clerical, professional personnel and tasks of the Office of Federal Programs.
- Ensures compliance with federal and state program descriptions, program implementation, and budgets.
- Regularly visits campuses and classroom activities for purposes of supervising program implementation accuracy.
- Maintains a current property inventory of each program.
- Monitors and participates in the identification of schools and selection of students for federally funded and state funded program.
- Facilitate Title I and Migrant Parent Advisory Councils.
- Monitor schools for adherence to the Title I, Migrant and bilingual and state compensatory guidelines and regulations.
- Confer with school administration on curriculum, coordination with project requirements and program administration.
- Facilitate the integration of the Title I and Migrant Programs with other instructional programs and services.
- Monitor the evaluation of each program.
- Attend appropriate Regional and state meetings related to the programs.
- Develop administrative guidelines and district procedures regarding federal and state programs.
- Assist in the development of policies.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare all required reports and maintain all appropriate records.
- Prepare and administer the federal and state compensatory budgets in accordance with spending timelines.
- Implement procedures and coordinate the process to identify bilingual and migrant students at all grade levels District-wide, including review of student data and testing of students.
- Review purchase orders connected to state and federal funds for compliance.
- Approve purchase orders. Ensure items are outlined on campus improvement plan.
- Provide all required trainings on all federal program requirements to all personnel to ensure compliance with all federal and state guidelines and laws.
- Comply with policies established by federal and state law, State Board of Education rule, and local board Policy.
- Review and sign Certificate of Eligibility forms (COE) (ensures that all COEs are correct).
- Ensures NGS reports are submitted on a timely basis.
- Ensures all campuses submit withdrawal dates in a timely manner to ensure proper information is placed on NGS.
- Attends Identification and Recruitment training yearly, and stays abreast of all changes.
- Attends other training as required by the state, federal, and district to ensure the appropriate services to all migrant students.
- Ensures migrant students have appropriate services to accrue or recover credits.
- Ensures migrant counselors and migrant teachers are providing services to migrant students as required by their job description.
- Monitors campuses to ensure the appropriate service to all migrant students, specifically PFS, and the appropriate use of funds.
- Monitors all programs purchased with Migrant funds and evaluates the use of such.
- Monitors and evaluates the effectiveness of migrant education program – to include effectiveness of instructional services to migrant students by migrant staff.
- Provides assistance to migrant teachers at the classroom level to ensure migrant program is implemented appropriately.
- Works with migrant staff to ensure proper parent contacts, trainings, and coordination with other agencies take place.
- Perform other duties assigned.

Additional Responsibilities:
Disburse allotments for all federal and state funding to district level departments and campuses.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____