

Director of Federal Programs & Strategic Partnerships

The Director of Federal Programs & Strategic Partnerships is responsible for providing leadership and direction in the development, implementation, and monitoring of the district's federal programs and strategic partnership initiatives. This position works collaboratively with principals and district administrators to ensure programs are effectively aligned to support student achievement and organizational goals. The Director serves as a key liaison between the district, community partners, external agencies, and stakeholders, fostering strong relationships that expand resources and opportunities for students and families. In this role, the Director ensures compliance with all applicable federal, state, and local requirements while advancing partnerships and programs designed to support student success.

Chain of Command

The Director of Federal Programs & Strategic Partnerships reports to the Assistant Superintendent.

Competencies of the Director of Federal Programs & Strategic Partnerships

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication-** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action

Essential Duties

- Supervise and evaluate assigned staff.
- Lead, coordinate, and support schools in the implementation of the Title I, Part A and ESSA federal program at the District and school sites.
- Design, develop, coordinate, and monitor the Title I budget and consolidated application for District and school sites.
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) to ensure compliance with the district, state, federal and other funder guidelines.
- Provide professional development on the school improvement process and the understanding and use of data for instructional decision-making.
- Network with specific agencies including but not limited to Arizona Department of Education, private schools, and neighboring school districts on Title I programming.
- Participate in the preparation of the annual staff allocation and screening for Title I staff, subject to approval by the Executive Director of School Effectiveness and Assistant Superintendent.
- Conduct routine audits of school-based Title I services to ensure compliance with established District, state and federal policies and procedures.
- Obtain, analyze and provide valid, reliable, meaningful and useful report information for the purpose of evaluating and improving the effectiveness of the District and schools Title I programming.
- Serve as an advocate for the needs of Title I students in a professional and appropriate manner.
- Lead Superintendent Advisory Councils in partnership with the Superintendent
- Develop annual partnership, outreach and community engagement strategies, in collaboration with the Executive Director.
- Responsible for development, coordination, execution and oversight of a strategic partnership program that yields strong, long-lasting partnerships with external businesses, organizations and individuals with measurable results.
- Participate in various external organizations to assist Executive Director with the identification, development and implementation of partnerships among external organizations, schools and the District.
- Develop, modify and implement best practices and principles as pertain to public education partnerships and community engagement.
- Maintain current knowledge of relevant federal, state and local laws, as pertain to public education, sponsorships and donations, to ensure compliance; recommend Board policy updates as necessary.
- Serve as a contributing member on assigned committees.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines for area of responsibility.
- Attend Board meetings and other leadership and community meetings upon request to serve as a resource and lead presentations of information and/or recommendations.
- Serve as a liaison and have active involvement with professionals at the local, state, regional, and national levels.

Minimum Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership or related field

Preferred Qualifications

Master's degree in a related field and three years of experience related to area of assignment is required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience and demonstrated success as a district leader

Licensing/Certification Requirements Current Arizona Principal certification or other administrative certification, or eligibility for Arizona certification

3+ years of district leadership preferred

3+ years of experience managing local, state and federal grants preferred

Licensing/Certification Requirements

Current Arizona Teaching certification required

Valid AZ IVP Fingerprint Clearance Card required

7.1.2026