

**Job Title:** Federal Programs Supervisor

**Qualifications:**

1. A or AA Certification in Administration.
2. Five or more years classroom experience (preferably in reading or math).
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Superintendent

**Job Goal:** To utilize Title I federal funding to the greatest extent possible in order to provide supplemental academic help to pupils who need it in eligible schools.

**Performance Responsibilities:**

1. Attend meetings relevant to compensatory education at both the State and local levels.
2. Act as liaison between state and federal personnel as well as local education personnel.
3. Plan and budget yearly allocations of Title I Part A, V, VI funds.
4. Conduct needs assessments on a yearly basis.
5. Assume responsibility for the writing of proposals and the filing of applications for Title I Part A, V, VI.
6. Preview and purchase materials and equipment for use in the Title I Part A Programs.
7. Evaluate Title I Part A, V and VI projects in operation in the system on a regular basis.
8. Remain up-to-date on the changing laws and requirements regarding Title I Part A, V, VI federal funds available to schools.
9. Consider and evaluate requests from school personnel regarding Title I Part A, V, VI federal moneys.
10. Participate in the recruitment, selection, assignment and evaluation of instructional and clerical staff members who are paid with Title I Part A funds.

## **Federal Programs Supervisor (cont'd)**

11. Include and encourage parents of Title I Part A students to take part in the planning, implementation and evaluation of programs.
12. Work with designated committees of principals, teachers and lay persons in specific programs, projects or courses of action.
13. Assist in developing and updating Chilton County's Elementary Curriculum Guides.
14. Assume responsibility for training teachers in the implementation of these guides.
15. Serve as a resource to elementary classroom teachers.
16. Be regular and punctual in attendance.
17. Maintain confidentiality of any school system related information.
18. Maintain proper and professional relationship with other employees.
19. Perform duties in a manner that promotes good public relations.
20. Be familiar with and follow Board of Education policies.
21. Perform other reasonable related duties as needed.

**Terms of Employment:** 12 months per year. Salary to be determined by correct salary schedule for administrators.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted: September 21, 2004