

JOB DESCRIPTION

Fayetteville City School System

SUPERVISOR – FEDERAL PROGRAMS

Purpose Statement

The job of Supervisor - Federal Programs was established for the purpose/s of coordinating materials and to assist teachers and parents in meeting the education needs of students.

This job reports to the Director of Schools.

Essential Functions

- Use federal funding opportunities to the greatest benefit for the system's educational programs, facilities and personnel.
- Assumes responsibility for writing proposals and filing application.
- Evaluates all federally funded projects and others if needed.
- Prepare project updates, amendments, and addendums, and submit them to the proper agencies.
- Supervises the implementation of the needs and assessments projects.
- Assist in securing bids when needed.
- Monitor and keep close contact with those who are involved in projects.
- Cooperates with community agencies that are involved in the program.
- Helps plan and assist in methods of involving parents.
- Prepares the evaluation forms for state agencies.
- Plans for the implementation of the evaluation design for a given project.
- Prepares and maintains records, reports, and inventories according to state/local regulations.
- Assist with activities associated with program implementation and evaluation.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Serves as a resource person for Title I teachers.
- Prepares and administers budget and sees that projects operate within funded budgets.

Other Functions

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements, and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Requirements:

Experience: Job related experience is required.

Clearances: Criminal Justice Fingerprint/Background Clearance.

Education: Master's degree in Educational Administration or Related Area.

Certificates and Licenses: Teachers Certification and/or License.