

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AREA DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of ten (10) years successful experience in the area of instruction, including at least three (3) years as an administrator and three (3) years as a teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of federal programs
- (2) Knowledge of current trends and research in area of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting federal programs on a federal, state or local level
- (3) Knowledge of and ability to use student database systems
- (4) Ability to provide consultation and advice to teachers, parents, principals and District staff on federal programs including policies, procedures, rules, regulations and laws
- (5) Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to federal programs
- (6) Ability to interpret and use data in developing plans, programs and proposals
- (7) Demonstrate effective skills in written and oral communication
- (8) Ability to work cooperatively with school personnel, community and other departments and agencies
- (9) Good interpersonal and communication skills
- (10) Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement
- (11) Ability to represent the District at state and regional functions
- (12) Demonstrate ability to work effectively with teachers, administrators and parents
- (13) Ability to organize and prioritize
- (14) Ability to use technology and assist others in the use of technology in the federal programs

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, coordination and support of federal programs that will enhance opportunities for student growth and improved student performance

SUPERVISES:

Director of Professional Learning
Supervisor Title 1
Title 1 Program Specialist
ESOL Education
Parent Services Coordinator
Homeless Services
Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Monitor the implementation of federal programs to ensure compliance with provisions of the grant(s)
- (2) Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance
- (3) Direct the preparation and submission of reports as required for federal and specially funded programs
- (4) Follow-up and resolve findings of external auditors
- (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences
- (6) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in federal programs

Interagency Communication and Delivery

- (7) Maintain a working relationship with all appropriate governmental agencies
- (8) Use effective communication strategies to interact with a variety of audiences
- (9) Respond to inquiries and concerns in a timely manner
- (10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators

Professional Growth and Improvement

- (11) Assist in the development, implementation and evaluation of staff development activities
- (12) Set high standards and expectations for self and others
- (13) Keep up-to-date and well-informed about trends and best practices in assigned area
- (14) Maintain a network of peer contacts through professional organizations
- (15) Promote and support the professional growth of self and others

Systemic Functions

- (16) Prepare, implement and coordinate federal projects and grants
- (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- (18) Recommend the establishment or elimination of special classes, programs and services
- (19) Assist in projecting budgets and personnel needs for federal education programs
- (20) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment
- (21) Provide input in the planning, modification and construction of educational facilities
- (22) Prepare all required reports and maintain all appropriate records and inventories
- (23) Perform other duties as assigned

Leadership and Strategic Orientation

- (24) Coordinate the planning, implementation and evaluation of federal programs and services
- (25) Implement and monitor suitable procedures for screening and diagnosis of students' problems
- (26) Implement and monitor procedures for placement, transfer and program completion for students in federal programs
- (27) Assist in maintaining appropriate coordination between federal programs and other programs
- (28) Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel
- (29) Assist in the development of administrative guidelines for federal programs