

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Federal Programs Director

QUALIFICATIONS:

- Valid Administrator's Certification
- At least five years' of successful teaching experience
- Demonstrated aptitude for performance responsibilities
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Superintendent

SUPERVISES: Federal Program building and district level staff

JOB GOAL: To help the district counteract those socioeconomic factors that may be operating to prevent individual students from gaining the most benefit from the district's educational programs

PERFORMANCE RESPONSIBILITIES:

- Develop and direct the Federal Programs for all schools
- Give leadership to the development of the master plan for Federal Programs for the district
- Coordinate, articulate, develop, and submit Federal Projects and all versions or amendments to the basic Project
- Coordinate the activities of the six components of the ECIA Title I Project: reading, mathematics, parent involvement, auxiliary services, intergroup relations, and staff development
- Assume overall responsibility for the preparation of necessary reports concerning Federal Projects
- Act as liaison between the school, community, the parents, and students directly involved in the programs
- Work with administrators on administrative matters concerning the programs
- Maintain an ongoing evaluation of the programs' effectiveness and recommend adjustments and changes as necessary within the framework of the funded projects
- Direct the activities of the Parent Advisory Committee for the district
- Check and maintain equipment to ensure proper working order
- Disseminate state and federal policies and procedures for the staff
- Direct the requisitioning of all materials required to implement Federal Program activities and/or programs
- Organize and budget the Federal Projects, giving consideration to curricular needs, personnel needs, materials, and provisions for supervision

- Conduct an annual needs assessment for the determination of priorities for Federal Programs
- Attend professional meetings and conventions and utilizes other means to remain abreast of currents in Federal programs and education
- Perform such other tasks and assumes such other responsibilities as requested by the superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)