



Position Description

Director of Federal Programs

Salary Level: Based on Act 93 Agreement

Prepared Date: April 12, 2023

Contract/Benefits: Based on Act 93 Agreement

Prepared by: William Seng, Acting Executive Director of Human Resources

Department or Area: Performance Management, Equity & Accountability

Approved by: Jennifer Ramos, Deputy Superintendent

Reports To: Chief of Performance

Management, Equity & Accountability

Qualifications:

- Masters degree with a major in educational leadership, educational supervision, or a related field
- Minimally five (5) years of successful experience in public education, including central office, elementary or secondary education
- Experience with ongoing fiscal monitoring of budgets and spending and programmatic compliance of grant guidelines
- Five (5) years of experience in successful grant proposal writing and grants management preferred
- Demonstrated knowledge of grant award life cycle including proposal submission, post award management and administration
- Prior experience with Title Programs to include compliance and reporting
- Excellent written and oral communication skills
- Experience with managing time, documentation and competing priorities

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Director of Federal Programs will work under the guidance of the Chief of Performance Management, Equity and Accountability to ensure fiscally responsible implementation, monitoring and compliance of all Federal Programs including, but not limited to, all Title Programs, community collaborations such as Nita M. Lowey 21st Century programs and other post-secondary partnerships such as Gear Up.

Essential Duties and Responsibilities:

- Ensures all aspects of the Grant Award is followed with fidelity.
 - Proposal and Submission:
 - Understands grant guidelines and allowable expenses
 - Creates or supports others with narrative and budget
 - Ensures proposals align to district priorities

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- Submits grants in accordance to guidelines.
 - Post Award Management and Administration:
 - Ensures procurement is followed
 - Collaborates with grant accountants to complete monthly account reconciliation,
 - Implements quarterly review meetings of all grants
 - Ensures that plans are in place to ensure that grants are spent down in accordance to the grant guidelines
 - Monitors the effective implementation of all Federal Programs and Grants to ensure that the Allentown School District is in continuous compliance with all Federal guidelines.
 - Ensures Equitable Consultations for Non-Public Schools and monitors the implementation of the Non-Public programs.
 - Ensures that all purchases utilizing Federal Funds follows the procurement process outlined in the Uniform Grant Guidance (UGG).
 - Writes Requests for Proposals as needed in compliance with Procurement Policies
 - Ensures alignment between federal expenditures, Future Ready Comprehensive Plans, and ASD's Strategic Framework.
 - Supervises the Nita M. Lowey 21st Century Programs including staff, program components, application renewals, monthly expenditure reports and quarterly reports.
 - Monitors the Time and Effort Reports of all staff who are paid by Federal Funding.
 - Ensures that building Title I budgets are created through an equitable and objective process that reflects poverty rankings
 - Negotiates and manages contracts, agreements, and Memos of Understanding for good or services that are purchased with Federal Funds.
 - Collaborates with parents, community members, school staff, district administrators, as well as other internal and external stakeholders to conduct the required Needs Assessments for Title IV. Ensures the voice of all stakeholders in the creation of the District Comprehensive Plan.
 - Works collaboratively with administrators to ensure that Title I funds, and other grants are linked to parent and family engagement activities
 - Remains current in studies and training of best practices in Title guidelines, procurement and family engagement and keeps informed of federal regulations.
 - Works collaboratively with the departments in the design, and implementation of projects and programs that will meet the specific needs of students with specialized needs.
 - Works collaboratively with the Chief of Performance Management, Equity and Accountability to ensure that Title I funds, school improvement funds and all other grants are linked to the strategic plan and the data reflecting student achievement needs such as the PSSA and other data that are used to inform continuous instructional improvement.
 - Researches grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.
 - Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Superintendent, Chief of Performance Management, Equity and Accountability or his/her designee.

Supervisory Responsibilities:

Directly supervises the entire Federal and State Grant Department, to include interviewing, hiring, and training employees; planning and coordinating work responsibilities; appraising performance; rewarding and disciplining staff; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition;

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Demonstrates ingenuity and inventiveness in the performance of assigned tasks

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by:

Individual serving in this position

Date:
