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| TITLE: | Director Federal/Special Programs | STATUS: | Exempt |
| REPORTS TO: | Executive Director of Finance | TERMS: | 223 Days |
| DEPARTMENT: | Finance | PAY GRADE: | AP9, Chapter 21 Contract |

PRIMARY PURPOSE:

The Director of Federal/State Programs will coordinate the district federal and state programs. Specifically, he/she will collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal and state programs/projects.

QUALIFICATIONS:

Education/Certification:

Master’s degree from an accredited college or university preferred

Special Knowledge/Skills:

- Knowledge of completing federal & state grant applications
- Meticulous organizational and problem-solving skills
- Knowledge of curriculum and instruction
- Ability to evaluate instructional programs and practices
- Ability to manage budget and personnel
- Ability to develop and deliver effective staff development

Experience:

- Three (3) years of experience as a campus or district administrator or equivalent experience
- Two (2) years of grant/state program experience (preferred)
- Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Evaluate assigned federal legislation, projects, and programs for assigned grant, entitlement, and allocation opportunities relevant to the needs of the district. Evaluate assigned state allotment programs, projects, and allocation opportunities relevant to the needs of the district.
2. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/state allotment funding of programs including preparing and submitting standard application for federal funds to the Texas Education Agency (TEA) and other agencies.



3. Oversee the Parent Involvement Coordinator with the use of appropriate and effective techniques to encourage community and parent involvement.
4. Assist Parent Involvement Coordinator with duties as the liaison between school and other agencies on joint projects that are federally funded.
5. Oversees the Homeless Liaison for the district. Works directly with the Homeless Liaison on the appropriate determination for homeless, unaccompanied and foster care students.
6. Monitor assigned grant-funded and state allotment programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
7. Advise Executive Director of Finance of the financial and administrative impact on the district of current and impending legislation.
8. Compile budget and cost estimates based on documented program needs and evaluations.
9. Compile, maintain, and file all reports, records, and other documents required for Federal funds and Special Allotment funds, including mandatory financial reports to TEA.
10. Oversee the district homeless coordinator with federal and state requirements and federal foster care student requirements.
11. Oversee the district's Federal accountability and compliance, including but not limited to PBM (ESSA, PBMAS, ICR's) and any necessary appeals. Oversee assigned State Special Allotment compliance.
12. Assist with development and monitoring of campus and district plans.
13. Advise the District Leadership Advisory Committee on requirements for District Improvement Plan, Federal and Special Allotments.
14. Develop professional skills appropriate to job assignment through attendance and participation at local, regional, state, and national conferences, attendance and participation in workshops, reading and professional materials.
15. Maintain confidentiality of information.
16. Comply with district policies, as well as state and federal laws and regulations.
17. Meet regular and predictable attendance requirements.
18. Attend Board meetings and prepare reports and policies for the Board as the Executive Director of Finance may request.
19. Perform all other duties as assigned by the Superintendent of Schools or the Executive Director of Finance.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date