

Job Title: Federal Programs Director

Job Type: Full Time

Compensation: Commensurate w/experience & qualifications

Position Summary: Furlow Charter School (FCS) is a free public school serving Sumter County, GA, with ~600 students in grades k-12. Our curriculum emphasizes project-based and service learning, as well as fine arts and foreign languages. Our mission is to foster success in our diverse community of students through innovative approaches encouraging critical thinking and multi-disciplinary learning in an active, inclusive, and engaging environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness. Successful candidates will demonstrate commitment to diversity and inclusivity.

Beginning in the 2020-21 academic year, FCS will transition from a locally-authorized charter to a state-approved LEA, authorized by the State Charter Schools Commission of Georgia. This transition represents an extraordinary opportunity for growth and a significant increase in administrative capacity and responsibility. We thus seek an experienced Federal Programs Director to provide direction, leadership, and coordination of school improvement and student growth programs, with special emphasis on the development and oversight of Title I programs, federal compliance and reporting, and maximizing the school's access to federal resources and effective use of those resources. In addition, this position will have oversight of student support services such as counselling and SST/RTI personnel. Experience in special education administration is also preferred. This position will report directly to the school's Executive Director.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate program and fiscal aspects of Title I to meet the requirements of the Elementary and Secondary Education Act (ESEA)
- Work effectively with school leadership to develop school-wide project applications for Title I that are consistent with the strategic goals of Furlow Charter School
- Monitor the implementation of federal programs to ensure compliance with grant provisions and federal and state regulations
- Oversight of the school counselling staff
- Oversight of the school Student-Support and Response-To-Intervention Teams
- Develop and submit all necessary reports, records, and budgets for federal programs; track all relevant allocations and inventories; establish and maintain financial records for each funded program to ensure adherence to budget requirements and fiscal compliance
- Seek out and apply for available federal improvement grants
- Work with faculty and school leadership to supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in federal programs; collaborate with principals, teachers, and other staff to evaluate program effectiveness, identify areas of need, and identify ways of effectively addressing these needs
- Assist in projecting budgets and personnel needs for federal education programs
- Monitor Title I Family Engagement activities to comply with Family Engagement section of the law
- Coordinate Migrant Education program, Foreign Language Interpreters, and Child Find activities

- 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
- Implement and monitor suitable procedures for screening and diagnosis of students' problems
- Implement and monitor procedures for placement, transfer and program completion for students in federal programs
- Assist in the development of administrative guidelines for federal programs
- Remain current on research-based practices to support school level implementation of district- and school-level improvement plans, as well as changing laws and requirements related to Title I and other funds available to schools
- Train school-level teams on guidelines, expectations, and requirements of School-wide Title I and other federal programming
- Attend regional, state and national meetings related to federal programs
- Support the development of a strong parent involvement/education program
- Assist in data gathering, assessments, and evaluation of federally funded interventions

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Education, Educational Administration/Leadership, or related field
- Experience working with federal funds
- Proficient in Microsoft Office, with ability to maintain accurate records and budget documentation
- Strong decision-making ability, budget experience, proven performance and resource management skills; strong analytical and problem-solving skills
- Excellent communication skills, both written and verbal

PREFERRED BUT NOT REQUIRED

- Georgia PSC Leadership Certification
- At least five years combined experience as a Federal Programs Director, school administrator, and/or teacher
- Experience as a Special Education coordinator, administrator, or instructor

HOW TO APPLY: Please email the following to mkostov@sumterschools.org

- Cover letter explaining interest in the position
- Resume outlining education, prior work experience, and 3 professional references

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.