

Job Title:	Director of Federal Programs	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	Staff
Classification:	Certified - Admin	Approved on:	10/13/2020
Position Summary:	Fiscal management and compliance of designated federal education grants; administrative support in preparing and managing federal, state and local grants; budget and technical support for grant funded programs.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Monitor for compliance and complete required reports for Federal Programs including but not limited to Every Student Succeeds Act, AZ Learns, ADE, etc. for accountability and reporting requirements.
- Establish a work plan to monitor and assist administration in the implementation of all accountability requirements of Federal Programs protecting District participation.
- Identifies grant opportunities on behalf of the District
- Work with grant writers and administrators to develop projects, plans, etc.
- Confer with grant and/or federal programs project staff to outline work plans and to assign duties, responsibilities and scope of authority. Confers with project personnel to provide technical advice and help resolve problems.
- Direct and coordinate activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Review status reports prepared by project personnel and modify schedules or plans as required.
- Prepare project reports for the Business Office, Administrative team, funding source, or others. Provide information to the public as necessary.
- Locate new alternative funding sources, coordinate planning activities, assist and coordinate proposal preparation. Write proposals as necessary.
- Supervise project managers of grant funded projects. Provide overall direction, coordination and evaluation of these projects.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Well-developed administrative skills
- Ability to effectively present to small- and medium-size audiences.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Knowledge of education funding, federal grants and Uniform System of Financial Records
- Ability to learn and utilize Infinite Visions and the Google platform
- Ability to navigate and utilize state and federal grants management online systems.
- Ability to manage multiple projects and deadlines.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree preferred
- Experience working with Federal Programs preferred
- Accounting and Finance experience preferred
- Project Management experience preferred

- Experience in an educational environment preferred
- Experience with grant writing preferred

Computer Proficiency: MS Office Suite, Student Management Software, Google Suite

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.