

TITLE: Federal Programs Director

QUALIFICATIONS: 1. Master’s Degree
2. Five years of classroom experience
3. Administrative Certification
4. Three years administrative experience
5. Such alternatives of the above qualifications as the Board may find appropriate and acceptable

PROFICIENCY SKILLS; 1. Written and oral communication skills
2. Administrative, supervisory, and leadership skills
3. Ability to multi-task
4. Computer competence
5. Organizational and inter-personal skills

PERSONAL SKILLS; 1. Pleasant personality
2. Cooperative attitude
3. Physical Skills
4. Stamina to perform essential duties

REPORTS TO: Superintendent

SUPERVISES: Federal Programs Secretary, Academic Coaches, and Co-Supervises Student Services Coordinator/School Psychologist/Testing Coordinator

JOB GOALS: Provides leadership through comprehensive planning for the facilitation and coordination of all federal programs and services under the broad policies of the Board of Education

PERFORMANCE RESPONSIBILITIES/ESSENTIAL DUTIES: THIS ALSO SERVES AS THE EVALUATION INSTRUMENT

GENERAL DUTIES:

SCORE

- S NI 1. Maintain a pattern of prompt and regular attendance. Number of annual absences to date: ____
- S NI 2. Demonstrate knowledge & proficiency in the use of computer applications as applicable to job.
- S NI 3. Demonstrate Knowledge & proficiency in the use of internet and email as applicable to job.
- S NI 4. Demonstrates appropriate verbal, written and telephone communication skills.
- S NI 5. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
- S NI 6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
- S NI 7. Maintains confidentiality of information and material; adheres to chain of command.
- S NI 8. Maintains a professional appearance as appropriate for Job responsibilities.
- S NI 9. Maintains and improves knowledge and skills to promote proficiency in the operations of and organized, modern, updated and efficient department.
- S NI 10. Participates in professional organizations, workshops & staff development activities & applies what is learned to the job; accepts new challenges in a professional manner.

- S NI 11. Shows initiative & assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
- S NI 12. Exhibits: time on task, flexible, cooperative progressive & hard-working attitude/style.
- S NI 13. Supervises and evaluates all assigned personnel.
- S NI 14. Prepares long and short term goals for areas of responsibility
- S NI 15. Communicates vision/mission to school personnel as appropriate.
- S NI 16. Reports to superintendent about status of programs and makes recommendations of appropriate actions and alternatives to the superintendent.
- S NI 17. Keeps abreast of and informs the superintendent of changes in rules/regulations of the GA BOE and state and federal laws concerning areas of responsibility.
- S NI 18. Keeps abreast of and informs the superintendent of current trends and developments concerning areas of responsibility.
- S NI 19. Makes budget recommendations concerning areas of responsibility to superintendent.
- S NI 20. Monitors compliance with policies and laws concerning areas of responsibility
- S NI 21. Ensures department expenditures are within limits approved by the school board.
- S NI 22. Enhances the climate of the school system and the moral of colleagues.
- S NI 23. Demonstrates loyalty to the school system and administration
- S NI 24. Performs other duties as assigned by the superintendent
- FEDERAL PROGRAMS
- S NI 25. Attends Board meetings and prepares such reports for the Board as needed.
- S NI 26. Coordinates, supervises, evaluates, & analyzes federal programs as related to student achievement.
- S NI 27. Informs, interprets, and recommends to superintendent, directors, and building principals the effects of current and impending federal legislation.
- S NI 28. Keeps informed of current laws and GADOE rules that apply to schools.
- S NI 29. Obtains information, writes grants and completes applications for submission to GA DOE and federal programs.
- S NI 30. Assists superintendent & professional staff in planning and utilization of funds made available through federal funding.
- S NI 31. Designs and implements projects to meet the needs of low performing children.
- S NI 32. Prepares and administers the budgets for assigned departments.
- S NI 33. Compiles and maintains written records and reports of all federal projects and disseminates information as appropriate.
- S NI 34. Considers, evaluates and approves requests from school personnel for projects and programs requiring federal funds.
- S NI 35. Provides in-service training for school and district level personnel.
- S NI 36. Relates and coordinates the functions of principals, assistant principals, and other instructional specialists in setting and implementing long and short-range goals for curriculum and instruction as they relate to federal programs.
- S NI 37. Supervises and evaluates the activities of federally funded personnel.
- S NI 38. Maintains federal records, inventories and expenditures.
- S NI 39. Assists Human Resources Director in system-wide recruiting efforts.
- S NI 40. Manages and coordinates Parent Involvement
- S NI 41. Works with technology specialists to update and maintain the website to ensure our public notification system meets our needs.
- S NI 42. Supervise the operations and maintain the financial records of Staff Development (serving as the Superintendent's designee).
- S NI 43. Coordinate all aspects of training that supports Performance Based Teacher Certification within the school system.
- S NI 44. Confer with, counsel and advise administrative and instructional personnel and site councils concerning school improvement and remediation functions and activities.

OVERALL EVALUATION SCORE:

Satisfactory

Unsatisfactory

Signatures: Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations can be attached, if desired, by the employee or evaluator. Please initial if comments are attached.

Employee: _____ Date _____

Evaluator: _____ Date _____

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.