

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Director, Federal Programs **Job Code:** 63023
Job Classification: 01 Instructional, District-Based Administrator **EEO Line:** 03
Job Class Category: D Administrative Personnel **Job Description Supplement Code:** 3
Reports to: Assistant/Area Superintendent **Salary Locator:** Support Schedule 4
Instruction/Curriculum Development Services

SUMMARY:

To utilize federal funding to the greatest advantage for providing quality educational opportunities to all students.

QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution
- (2) Eight (8) years or more successful experience in education with at least five (5) years administrative experience at the building level or higher
- (3) Certification in Educational Leadership or School Principal by the State of Florida
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) Skill in developing procedures and criteria for federal programs including Title I; ELL; Homeless Liaison; ESOL and Migrant education
- (3) Ability to make decisions and final recommendations which routinely affect the activities of an entire department/facility/school
- (4) High degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
- (5) Competency to supervise established departmental, facility or school wide objectives
- (6) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (7) Knowledge of district, facilities, curricula, learning activities, materials and supplies, support services and teaching practices
- (8) Knowledge of state and district educational requirements and initiatives
- (9) Ability to submit, administer and evaluate federal grants for programs
- (10) Administrative experience in the following areas desired: Curriculum, Instruction, Staff Development, Data Analysis, Assessment, Multi-cultural Education and Planning
- (11) Ability to carry out supervisory responsibilities in accordance with PCSD policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- (12) Ability to adjust tasks and schedule to changed priorities

SUPERVISES:

Professional, Instructional and Support Employees

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Provide focus and direction for the total Title I, ESOL and Migrant Programs for the District.
- (3) Attend Board meetings upon request and prepares reports for the Board as necessary
- (4) Assists the Department Director in cooperation with other executive level administrators, in effectively coordinating the District's federal programs

- (5) Formulates proposals for revision and development of Board policies related to ESOL and Migrant education
- (6) Informs, interprets, and recommends to the Assistant/Area Superintendent the effects of current and impending federal legislation
- (7) Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, and the general public
- (8) Plans with the Assistant/Area Superintendent and professional staff in the utilization of funds available to the schools through the various federal programs
- (9) Serves as liaison between the Superintendent of Education and the State Department of Education in meeting the requirements for receiving federal funds that are available to schools
- (10) Obtains information, data, and application forms necessary to fulfill the requirements of the application
- (11) Secures approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs
- (12) Conducts surveys necessary to implement Federal and special projects
- (13) Remains up to date on changing laws and requirements regarding federal funds available to the schools
- (14) Assumes responsibility for the coordinating or writing of documents to be submitted to the state department of education or other designated agencies for approval in the manner required by law
- (15) Works with designated committees of teachers, principals, parents and others in specific programs or projects
- (16) Collaborates with school personnel on projects and programs requiring federal monies
- (17) Maintains an inventory of all equipment and materials purchased with federal funds
- (18) Approves all expenditures of project funds via purchase order
- (19) Makes routine visits to schools to provide input and give feedback
- (20) Assists Staff Services Department with hiring and evaluation practices relating to ESOL and Migrant education including classified or certified staff members and administrators
- (21) Maintains central and school budgets and provides reports to principals periodically
- (22) Supervises directly the Title I, ESOL and Migrant staff and indirectly the Title I, ESOL and Migrant staff in the schools
- (23) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate records.
- (24) Work cooperatively with adults assigned (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (25) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (26) Attend required staff meetings and serve, as appropriate, on staff committees.
- (27) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (28) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (29) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law as needed
- (30) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (31) Performs all other tasks and assumes such responsibilities as assigned by Department Director or Superintendent

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

BOARD APPROVAL:

February 2004
Amended: June 17, 2014