

TITLE: Director of Federal Programs

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To administer the Federal Programs in an efficient manner which will provide the best possible educational needs for the programs personnel and students of the district

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: Superintendent
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: Personnel assigned to Federal Programs
 2. Indirectly: N/A
2. Organizational
 - a. Internal
 1. Continuous contact with Superintendent and Supervisors
 2. Frequent contact with principals
 3. Occasional contact with the parents
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact with State Department of Education, and regulatory agencies
 3. Occasional contact with civic and academic organizations

B. Functions

1. Planning
 - a. Plans a program of self-improvement and professional growth
 - b. Plans and organizes staff development and in-service involving funds from the title programs
 - c. Assists supervisory staff in planning strategies and activities in the Title programs
 - d. Prepare the Consolidated Application of the Title programs with assistance from supervisors for board approval subsequent to submission to the state department
 - e. Assists supervisory staff in preparing selection procedures for attendance areas for Title programs
 - f. Assists in preparing annual budgetary requirements for administration of the title programs
 - g. Make recommendations to the Superintendent on policy changes needed to conform to Title program

2. Implementation

- a. Interprets and makes recommendation to Superintendent on current and impending federal regulations
- b. Assist supervisors in the administration of staff development and in-service training for school personnel
- c. Obtains necessary information, data and application forms necessary for fulfilling the requirements of the Consolidated Application
- d. Participate in professional growth activities
- e. Supervise the budgetary activities of the schools with programs involving Title funds
- f. Revise and submit necessary budget revisions of Title funds to the School Board for approval
- g. Refer personnel vacancies, funded by Title funds, to the Superintendent
- h. Approves and evaluates all request from schools on spending of budgeted Title funds
- I. Implement procedures to keep the public informed
- j. Perform all other duties as required

3. Control

- a. Evaluate all Title programs annually as required
- b. Evaluate school personnel upon request
- c. Frequent review of financial condition of program
- d. Maintain accurate records for program monitoring visits and annual audits
- e. Conduct necessary follow-up procedures until Title personnel in title programs

Employee's Signature

Date