

**Richland Parish School Board
Job Description**

TITLE: Director of Federal Programs

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: A valid Type A, Type B, or Level 3 Louisiana Teaching Certificate with a Master's degree or higher or completion of a Practitioner/Residency Leader Program. Certificate must show endorsement as Principal, Provisional Principal, Elementary Principal, or Educational Leader. Must have three (3) years of successful teaching and/or administrative experience during the five (5) year period preceding appointment; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Federal Program Staff

JOB GOAL: Direct and oversee all Federal programs for the district

TERMS OF EMPLOYMENT: 12 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Direct all Federal Programs for the district.
2. Direct the writing and submission of the consolidated E-Grant and all versions or amendments to basic Federal Programs projects.
3. Act as liaison between the school community, parents, and students directly involved in Federal programs.
4. Work with school and district personnel on all matters related to Federal Programs.
5. Monitor inventory for Federal Programs.
6. Maintain an ongoing evaluation of all Federal Programs' effectiveness and recommend adjustments and changes as necessary within the framework of the funded project.
7. Assist the Superintendent and professional staff in planning the District Consolidated Super APP for the wise utilization of funds and to address school improvement needs of the system through the various federal programs.
8. Obtain information, data, and application forms from all district supervisors as necessary to fulfill the requirements of the E-Grant submission, review, and approval process.
9. Complete all state and federal reports in a timely manner such as Comparability report, CSPR and LEADS Portal data
10. Evaluate all Title Programs as required.
11. Evaluate school personnel upon request.
12. Maintain accurate records for program monitoring visits and annual audits.

13. Conducts necessary follow-up procedures with Title personnel as needed.
14. Supervises the budgetary activities of the schools with programs involving Title funds.
15. Approves and evaluates all requests from schools on spending of budgeted Title funds.
16. Serve on the district leadership team.
17. Provides direct support to assigned school leader(s).
18. Inform pertinent changes in guidelines, regulations, etc. related to areas of responsibility.
19. Act as technical advisor and resource person to assist others in area(s) of responsibility.
20. Perform all other duties as required.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the

appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____