

Greenville Public School District
Job Description
Director of Federal and State Programs

Title:	Director of Federal and State Programs
Qualifications:	1. A minimum of AA certification in Administration 2. Three years of experience as a teacher, administrator, or supervisor
Reports To:	Superintendent of Education, the Deputy Superintendent, and the designee of the Superintendent
Job Goal:	To utilize federal funding to the greatest advantage for providing quality educational opportunities to all students

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals and objectives, programs and operations that are consistent with school system vision, mission, and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff, and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of schools
- Assists in development of the budget that pertains to curriculum, instruction, and evaluation of the instructional program based on results and expenditures
- Achieves maximum results for available resources and money spent
- Monitors the protection of instructional time
- Understands and utilizes available technology of the schools with focus on student achievement
- Evaluates program effectiveness and personnel effectiveness and makes appropriate recommendations

General Performance Responsibilities

- Compiles and completes the Civil Rights report and supply copies to the appropriate personnel
- Develops and implements a plan of action to comply with Title IX requirements and address grievances as addressed by School Board policy
- Secures approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs
- Informs the principal and superintendent of the efforts of current and impending federal legislation
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- Attends meetings as assigned by the superintendent principal, and state education officials pertaining to federal programs
- Assures coordination between federally funded staff, regular staff, and parents in planning and implementing programs
- Plans and implements a public information program for parents, teachers, administration, and the general public
- Provides leadership in establishing local and district parent involvement

Instructional Support

- Works with teachers, principals, and other persons involved in carrying out the objectives of federally funded programs
- Works with the Director of Staff Development to provide in-service education workshops for professional and para-professional staff members
- Makes periodic and regular site visits to classrooms for purposes of program evaluation and needs assessment of Federal and special projects
- Attends meetings as assigned by the superintendent, principal, and state education officials pertaining to federal programs
- Directs the planning of education activities and support services for district-wide federal programs

Federal and State Programs

- Coordinates the Drug Education Program
- Allocates Drug Education funds to schools on an equitable basis
- Assumes the responsibilities for writing all proposals and the filing of all Consolidated Federal Programs applications
- 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
- Obtains information, data, and application forms necessary to fulfill the requirements of the application
- Secures approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs
- Conducts surveys necessary to implement Federal and special projects
- Remains up to date on changing laws and requirements regarding federal funds available to the schools
- Compiles and maintains written records and reports on all federal projects and disseminate this information, as appropriate to the school, the state agency lay groups, and the U.S. Office of Education
- Prepares, for submission and approval, an application for federal programs and for federal funds for the implementation of said programs within the perimeter of the approved project and applicable regulations
- Maintains an inventory of all equipment and materials purchased with federal funds
- Obtains grants for Extended School Year (21st Century, etc.)
- Prepares necessary budget instruments for securing and expending funds for project implementation, including making necessary amendments and reports
- Approves all expenditures of project funds via purchase order

Supervision and Evaluation of Instruction

- Supervises and evaluates personnel in Title I as designated by the Superintendent
- Assists and contributes in the supervision and evaluation of teachers and other instructional personnel as directed by the Superintendent
- Assists and contributes to the supervision and evaluation of principals and other instructional personnel as directed by the Superintendent
- Prepares, administers, and supervises the budget and expenditures for all approved federal programs
- Reports regularly to the principal and superintendent on the progress of the tutorial and remediation efforts
- Shows student growth on the Mississippi Assessment system over a two year period

- Performs other responsibilities as designated by the Superintendent, the Deputy Superintendent, and the designee of the Superintendent

Terms of Employment: Ten, eleven, or twelve month year. Salary and work year will be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.