



## Hattiesburg Public Schools

301 Mamie Street  
Hattiesburg, MS 39401  
Phone: 601-582-5078  
Fax: 601-583-7339

### **DIRECTOR OF FEDERAL PROGRAMS**

#### **QUALIFICATIONS:**

1. Possess elementary and/or secondary teaching credentials and a minimum of three (3) years of successful teaching
2. Possess a valid Mississippi administrative credential
3. At least three (3) years of successful administrative or supervisory experience
4. Experience working with students and families affected by Federal Projects
5. Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
6. Knowledge of Federal Program policies, rules, and regulations
7. Knowledge of categorical programs and funding terms
8. Knowledge of curriculum and effective teaching practices
9. Ability to read, interpret and apply complex rules and regulations
10. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies
11. Ability to coordinate a variety of activities at different sites

**JOB GOAL:** Under the supervision of the Superintendent or designee, the Director of Federal Programs serves as a leader in all matters pertaining to the general operation of Federal Project categorical programs by performing the functions which meet the requirements as set forth in federal, state, and local guidelines.

**SUPERVISES:** Departmental staff

**REPORTS TO:** Superintendent or designee

Hattiesburg Public School District  
Department of Human Resources

Apply online @ <https://www.applitrack.com/hattiesburg/onlineapp/>  
Job Descriptions and Qualifications are listed within each job posting.

An Equal Opportunity Employer