



Simpson County School District

JOB/POSITION DESCRIPTION



Position Title: Director of Federal Programs & Testing
Department: Federal Programs and Testing
Reports to: Assistant Superintendent
Status: Certified (Overtime Exempt)

SUMMARY

To assist the Superintendent effectively in the task of providing leadership in developing, implementing, achieving, and maintaining the best possible educational programs and services for the school district.

QUALIFICATIONS:

- Master's degree in Educational Leadership
- Three years' experience in educational administration
- Building level Administrative experience preferred
- Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
- Knowledge of Federal Program policies, rules, and regulations
- Alternative and supplemental requirements as the Superintendent and the School Board may find appropriate and necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership for all phases of Consolidated Federal Projects (Titles I, II, III, IV, IX, X, Neglected and Delinquent, and School Improvement)
- Coordinate articulation among schools, Federal Programs and the District Office
- Support principals with technical assistance in developing and implementing Federal Programs
- Coordinate with the finance department to ensure fiscal accountability of all Federal Funds
- Serves as the District's Testing Coordinator, Migrant Coordinator, ELL Coordinator, Homeless Liaison, Foster Care Point of Contact
- Gather and disseminate Federal Programs information/resources to district staff
- Prepare and submit required reports and applications to local, state, and federal agencies as needed
- Function as a district liaison to state and federal education departments regarding Federal funds or projects
- Coordinate Federal Program priorities, activities and plans with program leadership to ensure program efficiency, accountability and concordance with the District Strategic Plan and individual School Improvement Plans
- Prepare and administer directly the Federal Programs budget and, indirectly, all other program budgets
- Assist and support principals in recommending the employment of Federal Programs personnel
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervises Federal Programs Staff; Supervises School Test Coordinators

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

235 days

COMPENSATION RANGE:

\$80,000.00 - \$100,018.57

APPROVED BY: SIMPSON COUNTY SCHOOL BOARD DATE: 8/12/21

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE: 4/24/2024

Reviewed and agreed to by:

_____	_____	_____
Printed Name	Employee Signature	Date