

## Nelson County Schools

### Job Description

#### **TITLE: Director of State and Federal Programs**

**QUALIFICATIONS:** Administrative certification (Instructional Leadership Supervisor of Instruction K-12, Instructional Leadership Principalship K-12; or Director of Special Education. Minimum of five years teaching experience.

#### **REPORTS TO: Superintendent**

**JOB GOALS:** Coordinates state and federal grant programming, within and among the schools in the district. Title I: Improving the Academic Achievement of the Disadvantaged; Title II: Preparing, Training and Recruiting High Quality Teachers and Principals; Title IV: Safe and Drug Free Schools; Civil Rights Reporting; NSLA: National School Lunch Act; Medicaid, FRYSC Budgets and professional development as it pertains to federal programs

#### **PERFORMANCE RESPONSIBILITIES:**

Tracks progress on state and federal programs in the Comprehensive Improvement Planning Process (school and district).

Coordinates and monitors Medicaid Funding, billing and services.

Integrates instructional grant programs among the schools and articulates curricula between elementary and secondary programs assuring fulfillment of grant requirements.

Assists and provides building principals and district administrators with data to ensure fidelity with state and federal programs.

Maintains and assigns Safe School training and records.

Prepares and submits all federal and state reports related to each program.

Provides up-date reports regarding federal and state projects to the superintendent, principals, board members, and parents as they become available.

Coordinates with directors the implementation and monitoring of federal and state programs.

Assists in data gathering, assessments, and evaluation of federally funded interventions.

Initiates with directors all required actions for any school identified as Title I Program Improvement, including options for transportation and supplemental services.

Develops, monitors, and coordinates with directors federal and state budgets and budgetary reports as well as ensuring the filing of these reports on a timely basis with the appropriate granting agencies.

Monitors and tracks expenditures of state and federal funded projects for accuracy and compliance.

Coordinates allocations to private and nonpublic schools as required by state and federal categorical programs.

Participates in the annual budget development activities for state and federal programs.

Remains current on laws and requirements regarding each program, and meets with related staff to interpret and implement regulations.

Supports administrators in budgeting and managing federal and state funds.

Assists in the recruiting/attending jobs fairs, interviewing, screening and recommending of qualified candidates for positions on school staffs.

Collaborates with other directors (Special Education, Student Support Services, and School Directors) on a regular basis to ensure consistency in district's plans and services.

Assists with all assessment and accountability programs, data analysis and interpretation.

Promote appropriate and ethical assessment practices within the district.

Demonstrate effective administrative skills, communication skills, and organizational skills, problem-solving and decision-making skills.

Assists Instructional Supervisors with program review development, implementation and monitoring.

Collaborates with School Directors to provide Gifted and Talented services for the District. Ensures that all state and district policies are implemented.

Collaborates with School Directors to provide English Language Learner services for the District. Ensures that all state and district policies are implemented.

Collaborates with other Directors to provide Title services for the District. Ensures that all state and district policies are implemented.

Manages, monitors budgets and implements programming for state and federal grants (i.e. (not limited to) RTA, MTA, SR, 21<sup>st</sup> Century, RR, Service Learning, End of Course/Board Exams, Community Education).

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to give presentations and written communication as needed. Ability to effectively present information to administrators, public groups/community, and board of education.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry. Ability to keep develop budget and balance budget.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Ability to apply knowledge of current research and theory in education. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and the Board of Education policies.