

**Mercer County Schools
JOB DESCRIPTION**

Job Title: Director of Federal and Instructional Programs

Reports to: Chief Academic Officer

Job Class Code: 0 1 5 0

Work Schedule: 235 Days

Pay Scale: per salary schedule

Approval Date:

PERFORMANCE RESPONSIBILITIES

- Oversees the budget, planning and compliance of Federal Programs (Title I, Title II, Title III, Title IV, Title V)
- Assists in the development of strategies to reduce district/school achievement gaps at elementary and secondary level.
- Assists in developing the Comprehensive School and District Improvement Plans
- Assists in the planning of Professional Development
- Oversees the Non Traditional Instructional program
- District Coordinator for Family Resource Youth Service Centers
- District Coordinator for English Language Learners
- District Coordinator for Gifted and Talented
- District Coordinator for Extended School Services
- Directs and implements the district Mentor/ Intern program
- Assists instructional meeting with School-level Leadership teams, Instructional Coaches, CIA (Principals and Assistant Principals)
- Oversees the district Response to Intervention (RTI) K-12, including updates to district plan
- Provides support for New teachers to the district throughout the instructional year.
- Oversees New teacher recruitment
- Coordinates and monitors Site Base Decision Making Councils.
- Coordinates LEAD reports through regular contact with principals and counselors and file the official report with EPSB two times each school year.
- Facilitates and directs all substitute teacher professional development, as well as maintains updates and disseminates the substitute teacher handbook.
- Demonstrate regular attendance and punctuality.
- Adheres to the appropriate code of ethics.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent

MINIMUM QUALIFICATIONS

Education: Master's Degree

Certification/Licensure: Valid Kentucky Supervisor of Instruction certification

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.