

POSITION:	<p style="text-align: center;">Director of Federal & State Programs</p>
POSITION SUMMARY:	<p>The Director of State and Federal Programs oversees all state and federally funded programs and provides administrative support to the district's Early Learning and Preschool programs, as well as Special Education.</p> <p>This position ensures that federal programs, state programs, and grant-funded initiatives are implemented with fidelity, aligned to district instructional priorities, and compliant with Kentucky Department of Education (KDE), federal, and local Board requirements.</p> <p>A strong emphasis of this role is the leadership, coordination, and continuous improvement of federal and state programs to ensure high-quality programming, regulatory compliance, and successful transitions for students entering elementary school.</p> <p>The Director maintains programmatic and compliance oversight of all assigned programs while working in partnership with the District Finance Director, who manages fiscal and accounting functions.</p>
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Master's degree in Educational Leadership, Administration, or related field ● Valid Kentucky administrative certification ● Minimum five (5) years successful teaching experience ● Minimum three (3) years leadership or administrative experience preferred ● Experience with federal/state programs and compliance monitoring ● Knowledge of Early Childhood/Preschool regulations and best practices preferred ● Knowledge of federal and state policies, regulations, and best practices preferred ● Strong leadership, communication, and organizational skills

REPORTS TO:	Superintendent or Superintendent Designee
SUPERVISES:	<p>District coordinators, specialists, and support staff assigned to:</p> <ul style="list-style-type: none"> ● Federal and state programs ● Grant-funded initiatives and related support services
PERFORMANCE RESPONSIBILITIES:	<p>Early Learning & Preschool Leadership</p> <ul style="list-style-type: none"> ● Provide district-level administrative support of all Early Learning and Preschool programs, including district-operated early childhood centers and related services ● Ensure programs operate in compliance with Kentucky Department of Education (KDE) guidance, state regulations, Individuals with Disabilities Education Act (IDEA) requirements, and Board policies <p>Federal & State Program Leadership</p> <ul style="list-style-type: none"> ● Lead the development, implementation, and monitoring of all assigned state and federal programs, including but not limited to: <ul style="list-style-type: none"> ○ Title I, Part A ○ Title I, Part D ○ Title III ○ Title IV ○ Title V ○ School Improvement initiatives ○ Early Learning Initiative programs ○ Additional state and federal grants as assigned ● Provide oversight and coordination of District Office of Special Education (DOSE) supports as assigned ● Ensure all Title I programs are implemented with fidelity and meet all compliance requirements ● Serve as district point of contact for English Learner (EL) and Migrant programs ● Ensure all programs are aligned with district goals and designed to improve student outcomes <p>Compliance & Accountability</p>

- Ensure all programs meet federal, state, and KDE regulations, as well as grant requirements
- Oversee Title compliance, monitoring, and documentation processes
- Oversee required reporting, documentation, monitoring processes, and audits
- Coordinate and monitor corrective action plans when necessary
- Maintain accurate and organized program records

Grant Development & Collaboration

- Serve as the district Grant Writer and Grant Liaison
- Lead the preparation and submission of state and federal grant applications and amendments
- Collaborate with the Director of Finance to ensure:
 - Development of compliant and strategic budgets
 - Appropriate and allowable use of funds
 - Ongoing monitoring of expenditures
 - Accurate fiscal reporting and audit readiness
- Support oversight of Special Education budgets and alignment of personnel allocations with program needs
- Ensure programmatic decisions align with approved budgets and funding guidelines

Strategic Planning & Support

- Support the development and implementation of the Comprehensive District Improvement Plan (CDIP)
- Conduct needs assessments and program evaluations to inform decision-making
- Provide guidance and technical assistance to school leaders and staff
- Support coordination of staffing for grant-funded and Early Learning programs
- Serve as the district point of contact for Fort Campbell, Kentucky, supporting coordination of services for military-connected students and families

Administrative Leadership

- Supervise and evaluate assigned staff in accordance with district policies

	<ul style="list-style-type: none"> ● Provide coaching, feedback, and professional growth opportunities ● Collaborate effectively with principals and district leadership teams ● Perform other duties as assigned by the Superintendent
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the superintendent or superintendent designee.

Board Approval: