



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 04/12; 10/12; 2/14; 12/14; 5/16; 6/18; 9/18, 12/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Director, Federal Programs	<b>JOB CODE:</b> 620A
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Annual Central Office
<b>DEPARTMENT:</b> Teaching & Learning	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Teaching & Learning	<b>PAY GRADE:</b> Director (CDR 5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of a comprehensive intervention and improvement program; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to Title I and Title III funding and compliance.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate
3.	Experience: 5 years in K-12 school programs; 3 years building or district level leadership experience; school principal experience preferred; Title I school leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, organization, computer technology skills, leadership, interpersonal and public relations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Ensures K-12 ESOL Program, Title I, Title III, and other federal programs within the scope of the position are in compliance with state and federal laws; remains current on laws and requirements of the programs.
3.	Assists with preparation and update of the Georgia Consolidated Application, including planning, budget and audit requirements related, but not limited to, Comparability reports, and Title I School Improvement Plan.
4.	Hires, supervises, and evaluates Title I Department personnel, ESOL/Title III/Title I-C Supervisor, IWC Supervisor; also provides support and leadership development for Federal Programs staff.
5.	Organizes, coordinates, and monitors efforts for compliance in the following programs: Parent Involvement, Homeless programs, and Title III.
6.	Develops, implements, and evaluates professional development that supplements District initiatives to close the achievement gap.
7.	Provides training, monitoring and approvals for all budget requirements and expenditures for state & federal programs within scope of position to maximize state and federal funding.
8.	Assists with the coordination of District level school improvement plans and teams to assess needs, develop, action plans, and determine progress toward improving performance at select schools.
9.	Works with the Assistant Superintendents on area initiatives and school improvement plans.
10.	Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring.
11.	Performs other duties as assigned by the Assistant Superintendent of Teaching & Learning.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_