

EMPLOYEE NAME: _____

Revised: 04/12; 10/12; 2/14; 12/14; 5/16; 6/18, 9/22

JOB DESCRIPTION

POSITION TITLE: Federal Programs, Director, Title I & McKinney Vento	JOB CODE: 620A
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Teaching & Learning	WORKDAYS: 231
REPORTS TO: Assistant Superintendent, Teaching & Learning	PAY GRADE: Director (CDR 5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership direction and guidance to all schools with a Title I Program in a systemic effort to design and implement a coherent and sustained system of support. plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to Federal funding and compliance within the scope of work.	

REQUIREMENTS:

1.	Educational Level: Master's 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 Title I and other federal programs within the scope of the position are in compliance with federal and state laws; remains current on laws and requirements of the programs.
3.	Assists with preparation and maintenance of the Georgia Consolidated Application, including planning, budgeting and audit requirements related, but not limited to, Comparability, School Improvement and school designations given by the GaDOE.
4.	Hires, supervises, and evaluates Title I Department personnel; also provides support and leadership development for Title I staff.
5.	Organizes, coordinates, and monitors systemic efforts for compliance in the following programs: Parent & Family Engagement, Homeless Education, Neglected & Delinquent, and Private Schools.
6.	Ensures Professional Learning developed, implemented, and evaluated supports local improvement plans and supplements district initiatives to improve the academic achievement and close the achievement gap.
7.	Provides budget training and monitors budgets and expenditures within the scope of work to maximize federal funding.
8.	Assists with the development of the Comprehensive Local Education Agency (LEA) Improvement Plan (CLIP).
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 Title I, Part A, allowable duties

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____