

FEDERAL PROGRAMS DIRECTOR

JOB GOAL: The Federal Programs Director is responsible for overseeing and managing all District Federal and State grants and programs.

QUALIFICATIONS:

1. Current Arizona Administrative Certificate at time of application.
2. Three years successful experience administering Federal programs in an urban school district preferred or its equivalent.
3. Experience with district and school improvement requirements and processes.
4. At least three (3) years successful teaching experience in grades K-8, preferred.
5. Knowledge of national standards and the Arizona Academic Standards.
6. Knowledge of both general Structured English Immersion (SEI) and English Language Development (ELD) curriculum content.
7. Extensive budget development/fiscal management experience required.
8. Masters Degree Required.

REPORTS TO: Associate Superintendent of Teaching and Learning

PERFORMANCE RESPONSIBILITIES:

Responsibilities shall include, but not limited to the following:

1. Develop, submit, coordinate, monitor and assess implementation of state and federally funded programs, and assure compliance of all state and federal (NCLB) requirements.
2. Coordinate the development of Title I school wide plans and LEA improvement plans in compliance with state and federal guidelines.
3. Prepare, maintain and submit requirement program reports, budgets, surveys, needs assessments, evaluations and monitoring reports for all state and federal programs.
4. Coordinate technical assistance to sites for grant writing, submissions and implementation of grants received.
5. Administer procurement of supplies and services used in all federal programs.
6. Develop and monitor schools and district budgets funded from state, federal, profit and non-profit entities.

7. Coordinate development and submission of grants for schools and district.
8. Comply with and support requirements of the ADE audit process.
9. Maintain communication and collaborate with district administrators and Arizona State Department of Education regarding district improvement.
10. Ensure that district and schools are in compliance with state and federal requirements.
11. Compile and maintain written records and reports related to all federal projects and disseminate such information to appropriate agencies, institutions and constituencies.
12. Other duties as assigned.

SALARY: ADMINISTRATIVE SALARY SCHEDULE

OPEN UNTIL FILLED

INTERNAL/EXTERNAL

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1973