

Director of Federal Programs

Reports to: Assistant Superintendent

Qualifications

Education: Masters Degree.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience.
Two (2) years of successful experience as an administrator, director, or lead teacher. Experience and high level of competency in Technology.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Ability to supervise and evaluate teachers. Knowledge of curriculum, instruction, and assessment pertaining to the needs of all students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Oversee all federal programs, including Title I, II, IIA, IID, III, IV, IVA, V, and VI.
2. Prepare all federal applications and oversee requests, expenditures, and budgets for federal projects.
3. Supervise Title I faculty/staff and monitor implementation of best practices.
4. Understand and inform faculty/staff/administration of federal and state legal requirements.
5. Plan and provide purposeful, professional development for faculty/staff.
6. Coordinate the summer school and tutoring curriculum, programming, and evaluation to meet the needs of the students.
7. Analyze data to determine student progress and teacher/program effectiveness.
8. Organize and conduct program-specific activities.

9. Develop and showcase model curriculum and teaching/learning best practices.
10. Create activities to involve parents and the community in developing district goals and to share in the responsibility of students' learning.
11. Provide opportunities for parenting-skills training.
12. Develop a three-to-five-year plan to address programming needs.
13. Prepare and present program evaluation reports to the Board of Education.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

12 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.