

**Job Description
MOORE PUBLIC SCHOOLS**

Job Title: Director - Federal Programs

Qualifications:

Credentials: Administrator's certificate.

Education: Master's degree in Educational Administration;
Ph.D./Ed.D. preferred.

Training or Experience Required: Administrative experience working with federal programs. At least 3 years experience in an administrative capacity.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs administrative level duties over federal programs: compiles and maintains written records and reports on all federal projects, and disseminates this information, as appropriate, to other educational institutions, the State Department of Education, and the U.S. Office of Education.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to

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quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Studies federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlement, and allocations offered relevant to the needs of the district.
2. Assists the professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
3. Conducts in-service education workshops in the writing of performance objectives, the drafting of project proposals, and the interpretation of specifications for federal funding.
4. Provides leadership to ensure that yearly federal regulations on student and parent involvement are met.
5. Assumes final responsibility for the writing of proposals and the filing of applications for federal monies.
6. Evaluates all federally funded projects in operation in the district on a regular basis and prepares an annual report on all federal programs including those being planned.
7. Serves as a liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
8. Compiles and maintains written records and reports on all federal projects, and disseminates this information, as appropriate, to other educational institutions, the State Department of Education, and the U.S. Office of Education.
9. Reviews all state and federal forms, reports and applications to ensure they are submitted accurately and timely.
10. Works with the Director of Child Nutrition and staff and the Deputy Superintendent to ensure that all monies collected are handled according to state law and School Board policy.
11. Performs other duties as may be assigned.

Supervision exercised: An incumbent supervises a large staff of employees.

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Physical/Mental Requirements and Working Conditions:

Other than those included within the essential job functions, must be able to communicate on the phone and in person.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93