

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Five (5) years teaching and / or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of and ability to operate a personal computer and audio-visual equipment. Knowledge of budgeting and financial management. Ability to supervise people. Ability to plan and present information to the public. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum requirements. Understanding of the Pupil Progression Plan. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and student performance in various programs and to develop strategies for improvement. Ability to represent the District at State and regional functions.

REPORTS TO:

Executive Director for Curriculum & Instruction

JOB GOAL

To coordinate and oversee the Title I and the State Early Childhood Migrant Programs to best meet the needs of students throughout the District.

SUPERVISES:

Title I Computer Repair Technician
Instructional Assistant
Secretary
Bookkeeper

PERFORMANCE RESPONSIBILITIES:

- * (1) Administer and monitor all aspects of the Title I Basic and Migrant, and State Early Childhood Migrant Programs.
- * (2) Prepare all proposals for program funds for review by the Director, Elementary / Middle Education and the Superintendent's Executive Leadership Team.
- * (3) Prepare and submit the annual project and budget for each program.
- * (4) Prepare and submit all federal and State reports related to each program.
- * (5) Remain current on laws and requirements regarding each program and meet with related staff to interpret and implement regulations.
- * (6) Maintain a current property inventory for each program.
- * (7) Monitor and participate in the identification of schools and selection of students for each program.
- * (8) Facilitate Title I and Migrant Parent Advisory Councils.
- * (9) Supervise the use of student records and related identification forms.
- * (10) Monitor schools for adherence to the Title I and Migrant guidelines and regulations.
- (11) Confer with school administration on curriculum, coordination with project requirements and program administration.
- * (12) Facilitate the integration of the Title I and Migrant Programs with other instructional programs and services.
- (13) Assist program teachers in organizing and planning for effective student learning, including the use of varied instructional materials and equipment.
- * (14) Plan and supervise appropriate in-service activities for program staff.
- * (15) Develop and implement parent involvement activities.
- * (16) Monitor the evaluation of each program and initiate program improvement strategies when necessary.
- (17) Attend appropriate county, area and State meetings related to the programs.
- (18) Assist in the development of administrative guidelines.
- (19) Assist in the development of policies.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Prepare all required reports and maintain all appropriate records.

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- (22) Assist in the preparation of the budget.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

SALARY LOCATOR: Support Personnel Salary Schedule 4