

JOB DESCRIPTION

TITLE DIRECTOR OF FEDERAL AND STATE GRANTS

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and three years experience as coordinator/director of a major federally-funded program in a supervisory role preferred. Knowledge of application procedures, funding processes and compliance issues regarding major state or federal program development and coordination; ability to maintain and coordinate a variety of implementation programs.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to administration, public groups and/or school board.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	Florida Certification in Leadership or Administration.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in diagram form and deal with several abstract and concrete variables.
Physical Demands	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 the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director of Staff Development and Accountability/Planning

GENERAL RESPONSIBILITIES

1. Supervises the Title I, II, V, Indian, Migrant and other grant funded programs.
2. Oversees compliance of all state and federal programs including *No Child Left Behind Act of 2001*.

SPECIFIC RESPONSIBILITIES

1. Develops, implements and evaluates all state and federal programs.
2. Monitors compliance with federal, state and local regulations for all state and federal programs.
3. Monitors compliance with federal, state and local regulations for school improvement, AYP and Assistance Plus.
4. Coordinates activities among state and federal programs with general education.
5. Coordinates acquisition of materials and equipment among state and federal programs.
6. Maintains an inventory of project equipment and materials in federal and state programs.
7. Coordinates program evaluations of state and federal programs with appropriate officials.
8. Attends regional and state meetings regarding state and federal programs.
9. Articulates state and federal programs with District instructional programs.
10. Oversees grant development, application, implementation, and evaluation of state and federal programs.
11. Implements the *No Child Left Behind Act of 2001*.
12. Manages grant personnel allocations and budgets.
13. Collaborates in the delivery of staff development.
14. Identifies and disseminates relevant research to help guide instructional decisions.
15. Works collaboratively within the Chief Academic Officer Division and with other staff

to provide coordinated program support to schools.

16. Designs, implements, and evaluates instructional program development and helps identify appropriate instructional strategies and materials.
17. Supports the identification and implementation of assessment practices which will inform instruction and provide close alignment with school improvement, standards, and district expectations.
18. Provides input for school-based and district-based budgetary decision-making.
19. Serves as a member of the District Academic Council as well as on other committees as assigned.
20. Serves as a school improvement liaison.
21. Monitors trends and developments in regional, state, and national organizations and state and federal departments of education for local impact on public education.
22. Performs other duties as assigned.