

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR OF FEDERAL, STATE,
COMPETITIVE GRANTS AND ENGLISH LANGUAGE LEARNER PROGRAMS

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 with an emphasis in Teaching English to Speakers of Other Languages, Educational Leadership, Curriculum and Instruction or related field. At least three years of teaching experience, with leadership experience at the building or district level. Knowledge of application procedures, funding processes and compliance issues regarding major state, federal, or competitive program development and coordination; ability to maintain and coordinate a variety of implementation programs. Ability to plan and facilitate a group to achieve desired outcomes. Ability to develop and provide leadership in processes for grant development and align with curriculum and staff development.
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 the 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 Educational 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 sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach

with hands and arms. 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. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually quiet.

REPORTS TO Chief Instructional Officer

GENERAL RESPONSIBILITIES

1. Supervises development, implementation and evaluation of all entitlement and competitive grant-funded and English Language Learner (ELL) programs, College Reach Out and Scholars Club.
2. Oversees compliance of all state, federal and competitive grant-funded programs with appropriate mandates, including the No Child Left Behind Act of 2001 and Multicultural Education, Training, Advocacy, (META) Inc.

SPECIFIC RESPONSIBILITIES

1. Supervises district staff that provide support for the development, implementation, compliance, and evaluation of state, federal and competitive grants and ELL programs.
2. Develops, implements and evaluates all state, federal and competitive grant funded and ELL programs.
3. Monitors compliance with federal, state and local regulations for all state, federal and competitive grant-funded and ELL programs.
4. Monitors compliance with federal, state and local regulations for school improvement, AYP and Assistance Plus.
5. Coordinates activities among state, federal and competitive grants and programs with general education.
6. Coordinates acquisition of materials and equipment among state, federal and competitive grant-funded and ELL programs.
7. Coordinates program evaluations of state, federal and competitive grant-funded and ELL programs with appropriate officials.

8. Coordinates program evaluations of state, federal and competitive grants and ELL programs.
9. Attends regional and state meetings regarding state, federal and competitive grants and ELL programs.
10. Articulates state, federal and competitive grant-funded programs with District instructional programs.
11. Oversees grant development, application, implementation, and evaluation of state, federal and competitive grants and ELL programs.
12. Supervises implementation of the No Child Left Behind Act of 2001 and ELL Plan as per META Consent Decree.
13. Manages grant and district personnel allocations and budgets.
14. Collaborates in the delivery of staff development.
15. Identifies and disseminates relevant research to help guide instructional decisions.
16. Works collaboratively with Executive Directors, and other staff to provide coordinated program support to schools.
17. Designs, implements, and evaluates instructional program development and helps identify appropriate instructional strategies and materials.
18. Supports the identification and implementation of assessment practices which will inform instruction and provide close alignment with school improvement, standards, and district expectations.
19. Provides input for school-based budgetary decision-making.
20. Serves as a member of the Chief Instructional Officer's Leadership Team as well as on other committees as assigned.
21. Serves as a school oversight team to specific schools as assigned by the Chief Instructional Officer.
22. Serves as liaison with foundations and other funding sources to ensure the coordination of all grants so that they meet district priorities.
23. Monitors trends and developments in regional, state, and national organizations, and state and federal departments of education for local impact on public education.
24. Seeks funding opportunities by investigating current OMB regulations and federal, state, competitive and local grants request for proposals.

25. Establishes relationships with federal, state, and local entities by developing communication models and attending necessary meetings that may lead to additional funding opportunities.
26. Performs other duties as assigned.