



*Striving for Academic Excellence, Together!*

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## **Director of Federal Programs**

### **Qualifications**

- Possess elementary and/or secondary teaching credentials and a minimum of three (3) years successful teaching
- Possess a valid Mississippi administrative credential
- At least three (3) years of successful administrative or supervisory experience
- Experience working with students and families affected by Federal Projects
- Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
- Knowledge of Federal Program policies, rules, and regulations
- Knowledge of categorical programs and funding terms
- Knowledge of curriculum and effective teaching practices
- Ability to read, interpret and apply complex rules and regulations
- Ability to communicate effectively with staff, parents, school sites, community, members and government agencies
- Ability to coordinate a variety of activities at different sites

### **Reports To**

- Superintendent

### **Supervises**

- Clerical Personnel & District Parent Liaison

### **Job Goal**

- Under the supervision of the Superintendent or designee, the Director of Federal Programs serves as a leader in all matters pertaining to the general operation of Federal Project categorical programs by performing the functions which meet the requirements as set forth in federal, state, and local guidelines.

### **Duties & Responsibilities**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provide leadership for all phases of Consolidated Federal Projects (Titles I, II, III, IV, IX, X, Neglected and Delinquent, School Improvement, and ESSER)
2. Coordinate articulation among schools, programs and the District

### **Board of Trustees:**

*Ruby Miller (Dist. 1), Charlie Jackson (Dist. 2), Keith Thomas (Dist. 3), & Rose Tate (Dist. 4), Jacqueline Lloyd (Dist. 5)*

3. Support principals with technical assistance
4. Coordinate with the WBCSD finance office to ensure fiscal accountability
5. Plan and implement curriculum/material development
6. Gather and disseminate Federal Programs information/resources to district staff
7. Prepare and submit required reports and applications to local, state, and federal agencies
8. Function as a district liaison to state and federal education departments
9. Provide leadership and advocacy for families and children served by these programs
10. Coordinate program priorities, activities and plans with program leadership to ensure program efficiency, accountability and concordance with the District Strategic Plan and individual School Improvement Plans
11. Demonstrate effective team building, including recruitment, hiring and placement of staff
12. Develop communication networks involving local, state and federal entities
13. Prepare and administer directly the Federal Programs budget and, indirectly, all other program budgets
14. Prepare and maintain documentation for federal monitoring visits as well as respond to needed corrective actions
15. Assist principals to recommend the employment of Federal Programs personnel
16. Demonstrates prompt and regular attendance
17. Supports the West Bolivar Consolidated School District Mission, Vision, and Strategic Plan
18. Performs other duties as assigned

### **Evaluation**

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

**Apply:** <https://westbolivar.tedk12.com/hire/View.Job.aspx?JobID=270>