



ELKHART INDEPENDENT SCHOOL DISTRICT

Job Posting

Posting Date: 4-1-2019 **Closing Date:** 4-11-2019

Position Title: Special Programs Director

Location: Central Administration Office

Position Summary: Manage Elkhart ISD Special Programs including but not limited to: Federal Title Programs and their related Grants, Certification and Personnel, Professional Development, District Plans, Reports, Surveys, and Waivers, and other duties as assigned.

- **Education:** Master's degree from an accredited college or university
- **Qualifications:** Principal or other Mid-management Certificate
- **Experience:** Principal or Central Office experience

Duties/Responsibilities:

- **Federal Programs:** Complete and submit applications and compliance reports for:
 - Title I, Part A (Improving Basic Programs)
 - Title I, Part C (SSA w/Region VII for Migrant Students)
 - Title I, Part C Carl D Perkins Career and Technical Education Act (SSA w/Region VII for CTE Students)
 - Title II, Part A (Teacher and Principal Training and Recruitment)
 - Title III, Part A (SSA w/Region VII for LEP Students)
 - Title IV, Part A (Academics)
 - Title VI (Rural and Low Income)
 - Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments in accordance with Texas Education Agency and Federal Government laws, rules, regulations and policies
- **Human Resources:**
 - Determine Certification Status for Administrators, Teachers, and Paraprofessionals
 - Assist Principals in determining appropriate assignments for professionals based on certification and other credentials
 - Assist with Alternative Certification programs
 - Manage District of Innovation Certification processes
 - Post job openings and review applications
 - Maintain professional degree and relevant certification records
 - Serve as Alternate Appraiser for T-TESS
 - Conduct PAKS evaluations and designate Paraprofessionals as Highly Qualified
 - Assist professionals with adding, renewing, and correcting certification issues
 - Assist district auditors in obtaining pertinent records for the annual audit
- **Student Services:**
 - Serve as 504, McKinney-Vento, ESL, LEP, and Migrant contact for Region VII
 - Develop, revise and update District Plans such as: Gifted and Talented, Dyslexia, Foster Care, Emergency Operations, Wellness and Allergy, RtI, and others
 - Write and maintain Targeted Improvement Plans, Corrective Action Plans, District Equity Plan, Teacher Shortage Area Report, Accreditation Report
 - Oversee joint meetings of the District Site-Based Advisory, School Health Advisory, and School Safety and Security Committees
 - Serve as District Safety Audit Coordinator and complete and submit the School Safety DAR Report
 - Serve as Community Involvement Activity Coordinator
- **Other:**
 - Generate monthly School Board reports, School Health Advisory reports, and the District Safety Audit Report
 - Write District Waivers such as the Summer Nutrition Feeding Program Waiver, Foreign Exchange Student Waiver and the Low Attendance Days Waiver
 - Maintain professional relationships with administrators, staff members, students, parents, and community members
 - Maintain confidentiality and perform other duties as assigned

Application Procedure: Application forms are available from the Central Administration Office or at www.elkhartisd.org. Return completed forms to Kay Chapman at kchapman@elkhartisd.org. DEADLINE: 4-11-2019

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. The district title IX Coordinator is Dr. Lamont Smith, Superintendent – (903-764-2952) 301 E. Parker – Elkhart, TX 75839