

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

SUPERVISOR OF FEDERAL EDUCATIONAL PROGRAMS / GRANTS

QUALIFICATIONS:

1. Bachelor's Degree or higher
2. Demonstrated leadership roles in school, district, or state associations.
3. Three or more years of federal grant implementation
4. Three or more years of grant writing experience
5. Three or more years of reading and interpreting federal and state statutes
6. Three or more years experience in fiscal aspects of federal grant projects

REPORTS TO:

Deputy Superintendent

JOB GOALS

1. To develop, implement, and evaluate Federal educational programs in Jackson County District Schools according to federal guidelines.
2. To assist and oversee the development and application for Federal Grants associated with Pre-K – Adult Education, Innovative Education, and Staff Development Programs.
3. To monitor all expenditures and reporting regarding federal projects within the district.

SUPERVISES:

Areas: Federal educational programs under the Elementary and Secondary Education Act and any additional federal educational grants awarded to the district.

Personnel: As assigned under current organizational chart

PERFORMANCE RESPONSIBILITIES:

1. Implements all federal educational programs through cooperative efforts with principals, teachers, support personnel, parents, and the community to meet all program goals and requirements.
2. Write and/or revise process and procedures for the implementation of federal educational programs.
3. Plans, implements and evaluates training programs which increase student performance and program goals for administrators, teachers, support personnel, and parents.

4. Monitors all aspects of federal educational programs within Jackson County District Schools to ensure that district, state, and federal guidelines are adhered to and met.
5. Plans, coordinates, and oversees the implementation of parent programs as required by specific federal educational programs.
6. Plans, coordinates, and oversees the implementation of non-public schools involvement with federal educational programs, as applicable.
7. Assists schools with the development, implementation, and evaluation of federal educational programs.
8. Administers all federal educational projects' fiscal requirements in coordination with the Director of Finance.
9. Facilitates meetings for administrators, teachers, support personnel and/or parents on topics and reports related to all federal educational programs.
10. Makes appropriate adjustments to federal educational programs to ensure program goals are met.
11. Assists administrators in establishing goals and objectives for federal educational programs.
12. Conducts a needs assessment and/or data analysis of schools in coordination with other programs.
13. Ensures fidelity of data reporting for federal educational programs.
14. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
15. Assist in implementing the district's goals and strategic commitments.
16. Performs other duties 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:

Approved Unit Compensation plan, pay grade 5-6
12 months
7.5 hours per day

EVALUATION:

Performance will be evaluated annually by the in XX accordance with the Board's Policy on Evaluation of District Level Administrative Personnel.