

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Director of Federal Programs and Curriculum
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Possess a current and valid Mississippi Administrative license. 2. An “AA” certification. 3. Experience in one of the following: Administration, guidance and counseling or supervision and/or curriculum experience preferred. Such alternatives to the above qualifications as the Board of Trustees may find acceptable
REPORTS TO:	Assistant Superintendent for Curriculum and Instruction Deputy Superintendent
JOB GOAL:	To utilize federal funding opportunities to as great advantage as possible to benefit the educational excellence of the district’s programs, facilities, and personnel and to support curriculum and instruction in the Tupelo Public School District for all ESSA grants. (Title I Part A, Title I Part D, Title II, Title III, Title IV, Title V, Title IX, and 1003a).

PERFORMANCE RESPONSIBILITIES:

1. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to needs of the district.
2. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislations, and prepares testimony for the Board concerning pending federal legislation.
3. Assists the superintendent and the professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
4. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
5. Obtains information, data, and application forms necessary to fulfill the requirements of application.
6. Considers and evaluates all requests from school personnel for projects and programs requiring federal moneys.
7. Establishes standard practices and procedures for receiving and processing such requests.
8. Conducts in-service education workshops in the writing of performance objectives and drafting of project proposals, and the interpretation of specifications for federal funding.
9. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal ~~moneys funds.~~
10. [Assumes the responsibility for any revisions that are necessary for any ESSA Funds.](#)
11. Evaluates all federally funded projects in operation in the district on a regular basis.
12. Serves as a liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
13. Prepares an annual report summarizing the evaluations of federally funded programs newly completed, the progress of those under way, and the import of those being planned.
14. Compiles and maintains written records and reports on results of all federal projects, and disseminates this information, as appropriate, to other educational institutions, lay groups, the state department of education, and the U.S. Office of Education.
15. Remains up to date on the changing laws and requirements regarding federal funds available to the schools.
16. Prepares and administers a budget for ~~his~~ [the](#) department.

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17. Monitors the effectiveness of ESL(English as a Second Language) programming for the district.

~~16.18. Supervises the EL Coordinator and Homeless Liaison.~~

~~17.19. Supervises the Response to Intervention coordinator and monitors the effectiveness of intervention programs across the district. Coordinates and collaborates with the Juvenile Detention Center Education Coordinator to ensure compliance with regards to the federal grants application.~~

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~~18.20. Serves as a resource person to curriculum development committees~~ Coordinates and collaborates with the neglected facilities to ensure compliance with regards to the federal grants application

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~~19.21. Reports rounding logs of all curriculum administrators and curriculum specialists~~ Serves as supervisor for Foster Care Point of Contact.

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~~20.22. Supervises the work of curriculum specialists~~ Supervises Federal Programs Bookkeeper.

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~~21.23. Establishes calendar and standard practices for District Focus Groups~~

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~~22.24. Supervises the principal of the Early Childhood Education Center and monitors the effectiveness of the Pre-K program.~~

~~23.25. Supports district literacy initiatives and resources~~ Ensures all ESSA required information is disseminated and required trainings are conducted in the district

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PHYSICAL DEMANDS:

While performing the duties of the, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

The employee must frequently lift and/or move up to fifty pounds. Occasionally, the employee will lift and/or move up to ninety pounds. Additionally, the employee, while performing the duties of this job, will regularly work indoors and will occasionally work outdoors. The employee may also work at times with caustic chemicals such as petroleum products, degreasers, sprays, and non-household item dust. The noise level of the work environment is usually moderate, but on rare occasions the employee will work in a loud area.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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