

Job Title:	Director of Federal and State Programs	Wage/Hour Status:	Exempt
Reports to:	Chief Academic Officer	Pay Grade:	AD 21
Campus:	Administration	Number of Days:	226

Primary Purpose:

Coordinate the district's federal and state grant programs. Collaborate with district staff and outside personnel to formulate program goals and objectives and develop, implement, and evaluate federal and state grant programs.

Qualifications:

Education/Certification

Master's degree from an accredited college or university
Principal/Mid-Management Certificate issued by the Texas Education Agency, preferred

Special Knowledge/Skills

Ability to organize and coordinate district-wide programs
Ability to interpret and produce data
Strong organizational, communication, and interpersonal skills
Familiarity with federal and state grant program rules and regulations
Microsoft Office proficient

Experience

Minimum of three (3) to (5) five years of classroom experience, preferred
Minimum of three years of administrative experience, preferred
Experience in program management and/or
Experience working with corporate and non-profit agencies

Major Responsibilities and Duties:

Program Management

1. Evaluate all federal and state legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
2. Inform superintendent or other administration of the effects of current and impending legislation.
3. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal and state funding of programs.
4. Prepare and submit standard applications for federal and state funds to Texas Education Agency.
5. Evaluate all requests for projects and programs requiring federal and state money.
6. Develop and coordinate a continuing evaluation of the federal and state grant programs and implement changes based on the findings.

Consultation

7. Serve as a liaison between school and other agencies on joint projects that are federally and state funded.

8. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/state-special programs.

Budget and Inventory

9. Solicit federal and state funds and participate in grant-writing activities to obtain funding for federal and state programs and services.
10. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
11. Ensure that programs are cost effective and that federal and state grant programs are managed wisely.
12. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

13. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Communication

15. Provide for two-way communication with principals, teachers, staff, parents and community.
16. Demonstrate skills in conflict resolution with administrators, parents, teachers, staff and community.
17. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations

18. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
19. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
20. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Other

21. Attend staff development training sessions/conferences to enhance professional skills and knowledge.
22. Summer School Administration
23. Coordinate district's mentor program
24. Perform other duties assigned by supervisor.
25. Maintain confidentiality of information.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Occasional prolonged and irregular hours