



Position Title: **Director of Federal Programs & School Improvement**

Department: Administration

Reports to: Superintendent

**SUMMARY:** Provides administration and fiscal management of the District's federal or title programs in compliance with federal regulations. Provides leadership in the coordination of district-wide assessments and improvement planning. These duties are assigned at the discretion of the superintendent to a building or district administrator at the discretion of the superintendent

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Directs the district's compensatory education program, which includes all Federal programs listed in any reauthorization of the Elementary and Secondary Education Act
2. Coordinates, articulates, and is responsible for the writing and submission of the federal grants.
3. Collaborates in the development of the Comprehensive District Improvement Plan
4. Develops and administers the federal programs budgets
5. Directs the preparation of annual reports as required by state and federal programs
6. Serves as the liaison between the individual schools and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded
7. Remains current on federal legislation and program requirements that impact district programs
8. Collaborates with designated committees of work groups of teachers, principals, and laypersons in specific programs, projects, and/or courses of action
9. Maintains an ongoing evaluation of the program's effectiveness and recommends adjustments and necessary changes
10. Monitors statewide assessments including staff training and provision of relevant data to stakeholders
11. Works collaboratively with district leadership to develop district and school level improvement plans
12. Provides leadership in the direction of district professional development activities for administrative, licensed and classified staff
13. Attends monthly board meetings
14. Communicates effectively with district staff and stakeholders
15. May be asked to translate, if applicable
16. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** Manages district staff as directed.

**QUALIFICATION REQUIREMENTS:** To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Master Degree in Education with an emphasis in curriculum and instruction. Three to five years of building level administrative experience preferred. Experience as a classroom teacher preferred.

**CERTIFICATES, LICENSES, REGISTRATION:** Valid Oregon Administrative Certificate.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, and governmental regulations.

**WRITING SKILLS:** Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability, and statistical inference, and fundamentals of plan and trigonometry.

**REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral and diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; occasionally stand and walk; specific vision abilities include close vision; and the ability communicate through speech.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and works irregular or extended hours. The employee must have the ability to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date