

Reports To: Superintendent

Dept/Campus: Central Office

Wage/Hour Status: Exempt

Length of Contract: 240 days

PRIMARY PURPOSE:

Provide assistance for the development, implementation, coordination, and evaluation of the district's school improvement planning process and federal programs.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree

Master's degree from an accredited college or university

Valid Arkansas mid-management or other appropriate Arkansas license

Special Knowledge/Skills:

Ability to effectively communicate (written and verbal) with employees, colleagues, service providers, and community members

Knowledge and skills in using technology as an instructional tool

Knowledge and skills in assessing data

Strong organizational, communication, and interpersonal skills

Evidence of an understanding of system accountability, research, and development

Experience:

Three years teaching experience

Two years experience in leadership role

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Directors employed by the district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

JOB DESCRIPTION
Director of Federal Programs
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3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Prepare summaries, reports, and analysis of data interpretation.
7. Assist staff in gathering data from a variety of sources (COGNOS, TRIAND, etc.)
8. Oversee the planning, development, implementation, coordination, and evaluation of the district Arkansas Consolidated School Improvement Plan (ACSIP). Assist campus principals in development and implementation of campus ACSIP.
9. Compile, maintain, and present all reports, records, and documents related to ACSIP.
10. Coordinate the district's federal programs in ACSIP.
11. Share information and conduct trainings to interpret assessment data for program implementation. Disseminate information/resources in areas of responsibilities.
12. Maintain a program of regular visitation to all campuses for ACSIP compliance and data utilization.
13. Coordinate district Supplemental Educational Services (SES) programs.
14. Consult with private schools regarding federal programs.
15. Maintain a program of regular visitation to all campuses for assurance of compliance with federal guidelines.
16. Develop and implement budgets and new programs relative to federal guidelines.
17. Supervise and control funds provided to the local educational agency through federal programs.
18. Develop and administer a program for purchasing supplies and equipment and maintain a current inventory of equipment acquired with those funds.

19. Assist the assistant superintendent and the professional staff in planning the wise use of funds available to the schools through the various federal programs.
20. Work with committees of teachers, principals, and community members in specific programs, projects, or courses of action as needed.
21. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Share supervisory responsibility with principals for professional staff; evaluate staff annually.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date