

DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

1. Licensure as a school administrator
2. Master's degree from a recognized college or university
3. Three years of experience as a school administrator
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To utilize federal funding opportunities to benefit the education excellence of the district's programs, facilities, and personnel

FULL/PART-TIME: Part-time

FLSA: Exempt from overtime

BOE APPROVAL: 4/12/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
3. Informs, interprets, and recommends to the Superintendent the effect of current and impending federal legislation.
4. Assists the Superintendent and professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
5. Works with designated committees of teachers, administrators, and lay persons in specific programs, projects, or courses of action.
6. Obtains information, data, and application forms necessary to fulfill the requirements of application.
7. Assumes responsibility for the writing of all project proposals to be submitted to the state department of education or other designated agencies for approval in the manner required under the law.
8. Considers and evaluates all requests from school personnel for projects and programs requiring federal moneys.
9. Establishes standard practices and procedures for receiving and processing such requests.
10. Prepares testimony for the Board concerning pending federal legislation.
11. Serves as 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.
12. Works with the professional staff in analyzing and evaluating the effect of all federal programs in operation in the district.
13. Prepares an annual report for the Board 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. Prepares and administers a budget for assigned department.
16. Follows the building dress code while being a good role model for students.
17. Maintains confidentiality of classroom, student and employee information.
18. Maintains valid Kansas driver's license.
19. Performs other duties as assigned by Superintendent or Board of Education.

DIRECTOR OF FEDERAL PROGRAMS

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board policy *CGI Administrator Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.