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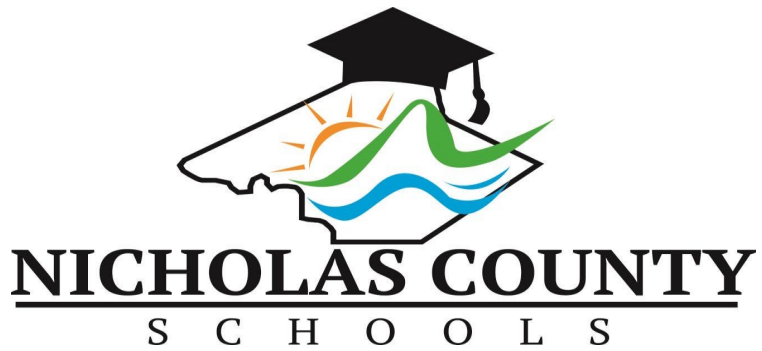
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Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Director of Federal Programs & Curriculum

Classification: Professional

Reports to: Superintendent

FLSA Status: Exempt

Evaluation:

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

Job Summary:

The Federal Programs/Curriculum Director oversees the administration and implementation of all federal and grant programs as well as oversees the professional development of staff and adoption of curriculum to ensure student success

Qualifications:

- Valid West Virginia Teaching Certificate
- Professional Administrative Certificate pursuant to WV Code §18A-3-2a
- Minimum of five (5) years successful teaching experience in elementary/secondary
- Master's degree or high preferred
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Perform the job duties set forth below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Responsibilities:

- Create, monitor and adjust federal programs budget (Title I, Title II, Title IV, Title V)
- Ensure federal mandates are met and complete the compliance monitoring process
- Partner with private schools for federal budgets.
- Create, monitor and adjust other funding sources (21st Century, Professional Development, Instructional Materials, Grade Level Campaign, Save the Children, etc)
- Coordinate school improvement in all Title I Schools
- Provide support for at-risk students and schools
- Supervise the Technology Integration Specialists, School Improvement Coordinator, Early Childhood Specialist and department secretary
- Coordinate summer extended learning opportunities
- Create and facilitate Strategic Plan process for schools and district
- Chair instructional materials adoption committees (textbooks)
- Serve as a Liaison for assigned schools
- Plan monthly principal meetings
- Provide professional development including Professional Learning Days, Curriculum Development Days, Summer Professional Development Opportunities
- Provide programming for mentor teacher program
- Monitor the Safe Schools Professional Development System
- Work with community partners such as Read Aloud, Literacy Council, Save the Children
- Serve as curriculum advisor/chair
- Performs all other duties as assigned by the Superintendent

Physical Demands:

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk hear, see use technology such as computers and multi-media equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus.

The duties of this job requires the employee to drive to and from various schools throughout Nicholas County. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are the 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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised April 14, 2023