



College Ready Career Ready. World Ready.

POSITION DESCRIPTION

POSITION TITLE: Director of Federal Programs

POSITION GOALS: We are seeking a highly organized and dedicated individual to join our team as a Coordinator of Federal Programs, ESOL, and District Testing. This position is responsible for overseeing and coordinating federal programs (Titles I, II, III & IV), managing the English for Speakers of Other Languages (ESOL) program, and administering district-wide testing initiatives. The ideal candidate will possess strong leadership skills, excellent communication abilities, and a deep understanding of federal education programs, ESOL instruction, and assessment protocols.

Eligible Applicants: Internal & External Applicants

EMPLOYEE CODE: Full-Time **CONTRACTED DAYS:** 229 **BENEFITS ELIGIBLE:** Y

REPORTS TO: Executive Director of Operations **WAGE/HOUR STATUS:** EXEMPT

MINIMUM QUALIFICATIONS TO APPLY:

- 3+ years of experience in federal grants management
- Bachelor's degree
- Valid Arkansas teaching license (or out-of-state license) preferred
- Possesses a commitment to educational equity, diversity, and inclusion
- Previous experience developing and implementing professional development
- Previous experience in managing programs and fiscal resources
- Ability to maintain accurate records and budget documentation
- Ability to interpret and follow state and federal directives
- Extensive knowledge of state and federal program rules, policies, and procedures
- Highly effective communicator who is comfortable working as part of a diverse team
- Effective organizations, interpersonal skills, and the ability to develop creative solutions

PREFERRED QUALIFICATIONS:

- Experience with FGMS and Indistar



RESPONSIBILITIES & DUTIES

1. Manage project applications including writing program descriptions and determining the appropriate program components to meet the needs of eligible students
2. Prepare and submit, in a timely manner, all federal and state reports related to each program
3. Manage federal funding allocated to the district and spirals funds to each of the Title I schools as required by federal guidelines
4. Monitor budgets and carryover, making revisions as needed
5. Prepare and coordinate with other departments for federal monitoring of program requirements
6. Coordinate and oversee all standardized testing requirements with building-level testing coordinators
7. Assist staff in gathering data from a variety of sources (COGNOS, Triand, etc)
8. Manage salary and timesheets for all employees paid from Federal programs
9. Develop and administer a program for purchasing supplies and equipment and maintain a current inventory of equipment acquired with those funds
10. Coordinate the development of a yearly needs assessment and district Arkansas Consolidated School Improvement Plan (ACSIP)
11. Stay informed on current research articles related to improving educational practices and attend professional development to remain current on research based practices to support school level implementation of district and school level improvement plans
12. Attend meetings relevant to federal programs at the local and state levels
13. McKinney Vento Homeless Policy
14. District ESOL Coordinator
15. Assist school-level parent involvement coordinators to prepare and implement parent involvement activities
16. Possess strong organization and time management skills with exceptional attention to detail
17. Ability to work independently and as part of a team
18. High command of Microsoft Word, Excel, PowerPoint, and Publisher; and the ability to learn multiple web based programs (ie eSchool, eFinance, FGMS, etc)
19. Maintain confidentiality of school system information
20. Perform other duties as assigned by the Executive Director of Operations

Salary will be commensurate with education and experience. References need to be provided upon request.

Qualified applicants should apply by completing the [District Leadership Application](#)