

Star City School District

Position Title: Director of Federal Programs & Accountability

Reports to: Superintendent

Length of Contract: 245 Days

Minimum Qualifications: Building Level Licensure

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Federal/State Programs

1. Serve as Federal Programs Coordinator.
2. Write and Administer Educational Program grants.
3. Remain current on laws and requirements regarding each program, and meet with building Principals, Superintendent, and School Board to interpret and implement regulation.
4. Serve as liaison with the Arkansas Department of Education in the area of accountability and school improvement process (ACSIP).
5. Serve as Categorical Funds Coordinator (including but not limited to): Title Money, ALE, ELL, PD, and NSLA
6. Prepare documentation for standards assurance for district accreditation such as course offerings and coding, cycle reports, and district report card.
7. Serve as ESL/LEP supervisor by overseeing the district English as a Second Language Program.
8. Ensure all paperwork and documentation are submitted to the state department.
9. Develop and implement services to the district towards the following positions:
 - a. Career and Technical Programs Supervisor
 - b. Migrant Program/ ELL & LEP Coordinator
 - c. Equity Coordinator
 - d. Office of Civil Rights Reporting Coordinator
 - e. Annual Report to the Public

Testing

1. Prepare assessment calendars & monitor the administration of any district tests and investigate discrepancies in testing administration.
2. Attend statewide training sessions and conduct local training sessions for school staff as well as supervise school-wide coordination of test implementation by the coordinator.
3. Accurately analyze, interpret, and clearly communicate test results to State Department officials, school personnel, parents, and students.

Teacher Training & Curriculum

1. Curriculum director, K-12. Oversee scope and sequences planning by Principals: Curriculum Alignment, Pacing Guides, Unit Plans, and Lesson Plans
2. Mentor Program Project Director and Provider of New Teacher Orientation: Coordinate all training for novice and mentor teachers. Coordinate time frame for submission of required paperwork and pairings to the state department. Coordinate student teacher/intern program and substitute teacher training.
3. Work with human resources and building principals to ensure all personnel are properly licensed and obtain ALP's if necessary. Ensure required paperwork to the state department to document all certified personnel have met the state 36-hour requirement for professional development.
4. Coordinate with Superintendent and building Principals on district professional development requirements. Plan, lead and provide cost-effective workshops for teachers, administrators, parents, or other appropriate groups as needed.

All other duties as assigned by the superintendent.