



\*This position will be evaluated by a locally developed evaluation instrument at least annually by the Superintendent or his designee. The evaluation will be based on these objectives.

JOB DESCRIPTION HEARD COUNTY SCHOOLS: <b><u>Federal Programs Director</u></b>
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REPORTS TO: Associate Superintendent

JOB OBJECTIVES:

1. Oversee the District's Title I, Title II-A, Title III, Title VI-B, and any other applicable federal programs.
2. Maintain proper documentation as required by law for each specific federal program.
3. Update the District's Federal Policies and Procedures Manual and ensure these policies are followed with fidelity.
4. Update and track all equipment purchased with federal funds and maintain appropriate documentation.
5. Assume responsibility for the writing and budgeting of federal project proposals, the Consolidated Application, and the District's Needs Assessment to be submitted to the Georgia Department of Education or other designated agencies for approval as mandated.
6. Attend required federal programs' professional development conferences and sessions.
7. Stay abreast of new federal guidelines, information, and changes to inform district and school staff of the effects of current and impending federal legislation.
8. Analyze all federal legislation, projects, and programs for possibilities and opportunities offered relevant to the needs of the District.
9. Maximize federal funding opportunities to benefit the educational excellence of the district's schools, students, and personnel.
10. Work with district personnel and principals in order that each Title I school will administer a compliant and applicable schoolwide Title I program that is based on identified needs.
11. Assist school administrators and staff in the effective and allowable utilization of funds available to their schools through various federal programs.
12. Work with designated committees of teachers, parents, principals, and community members regarding specific programs, projects, or courses of action.
13. Establish standard practices and procedures for budgeting and expenditure of federal funds.
14. Serve as liaison between the school, other agencies, and the community on all projects that are expected to involve federal Title funds.
15. Work with principals to analyze and evaluate the effect of all federal programs in the district.
16. Provide parent educational materials such as brochures, educational resources, and DVDs to parents in the area of school readiness. \*Baby Braves Program\*
17. Provide opportunities for parents to participate in education initiatives and enrichment workshops
18. Meet with new Heard County families and provide referrals to community-based services for families as needed.
19. Work with parents and school staff to address barriers that limit a student from receiving full benefit from their educational experience.
20. Comply with Georgia Code of Ethics for Educators.

Board Approved 7/26/16