

Job Title: DIRECTOR, FEDERAL AND STATE PROGRAMS
Reports to: Chief Instructional Officer
Dept./School: Federal and State Programs
Wage/Hour Status: Exempt
Date Revised: June 17, 2019

Primary Purpose

Monitor federal and state programs, grants, and special projects for compliance with federal, state, and local regulations, policies, and procedures, including but not limited to Title I Campus Improvement Plans. Ensure the completion of all responsibilities associated with the Migrant, Title 1 Parental Component, and Title 1 Program. Advocate for Migrant students and families in the seven areas of focus that govern the Migrant Program. To support a partnership among schools, parents, and the community to improve student academic achievement and encourage parents to be actively involved in their child's education. Collaborate with district staff to formulate program goals and objectives, and develop, implement, and evaluate federal and state programs.

QUALIFICATIONS

Education/Certification

Master's Degree in Education
Administrator's Certification preferred

Special Knowledge/Skills

Knowledge of federal, state and local policies and procedures related to grants management
Knowledge of ESSA guidelines and requirements
Ability to interpret federal and state laws and regulations
Knowledge of curriculum and instruction
Ability to interpret data
Ability to organize and coordinate district wide program
Strong organizational, communication, and interpersonal skills

Experience

Minimum three years of experience in campus administration
Minimum of three years of experience in program management

MAJOR RESPONSIBILITIES AND DUTIES

1. Research federal and state legislation for grant projects and programs relevant to the needs of the district.
2. Facilitate the preparation and submission of standard applications to Texas Education Agency for federal and state funds to include but not limited to ESSA Consolidated Grant, Migrant Program Application, Student Success Initiative Grants (SSI), Focus and Priority Grants.
3. Determine the allowability under federal and/or state guidelines of funding requests for federal and/or state funds.
4. Ensure compliance with appropriate state and local guidelines.
5. Assist with the development of the Campus Improvement Plans and Campus Needs Assessment, confirming expenditures of federal and state funds are supported in the plans.
6. Evaluate federal and/or state funded district-led programs for effectiveness and return on investment.
7. Ensure all requirements of the Title I program are completed for compliance to include but not limited to the Title 1, Migrant, and parental component.

8. Responsible for the compliance and effectiveness of the Title 1 Program, to include serving as District McKinneyVento - Foster and Unaccompanied Youth Liaison.
9. Serve as liaison between Federal and State Programs and other agencies on joint projects that are federally funded.
10. Consult with and monitor local Private Non Profit (PNPs) who participate in the Title 1 and Title II funding for their campuses and qualifying students.
11. Responsible for the compliance and effectiveness of the Migrant Program, to include but not limited to the timelines for the New Generations System (NGS) and Identification and Recruitment process and the Priority for Service (PFS) Action Plan.
12. Coordinate the Project Smart summer program and remediation support for Migrant students.
13. Ensure effective training implementation for Migrant and Title 1 staff, to include the district and campus Parental Aides.
14. Review and monitor the effectiveness of parental involvement at the district and campus levels.

Collaboration

15. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.
16. Monitor parental involvement to include but not limited to the Parental Advisory Council (PAC), and LPAC Committees.
17. Engage in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget for federal and state funding of programs.
18. Participate in grant-writing activities to obtain funding for federal and state programs and services.
19. Contribute to the district-level decision-making process to establish and to review for funding of the district's goals, objectives and major classroom instructional programs.
20. Collaborate with Chief Instructional Officer in the use of federal and/or state funds to increase the level of instruction and student achievement.
21. Collaborate with the Chief Instruction Officer in the implementation of a Districtwide Parental Conference to inform parents on various services and support for all Title 1 students.

Budget and Inventory

22. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
23. Advise campus administrators of projected allocation amounts during the district budget process.
24. Ensure that programs are cost effective and that federal and state programs are managed wisely.

25. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

26. Compile, maintain and file all reports and other documents required, financial reports and audits to TEA, including but not limited to the Migrant Annual Compliance Report.
27. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
28. Coordinate the monitoring of federal and state programs.

Communication

29. Inform superintendent and other administration of the effects of current and impending state and federal legislation that effect the level of grant funding.
30. Provide for two-way communication with principals, teachers, staff, parents and community.
31. Inform district administration and campus principals of requirements for school improvement.
32. Advise the Board of Trustee of changes in funding for federal and state programs.
33. Communicate with TEA and Region XV as it relates to federal and state program compliance.
34. Advise program directors of grant availability and compliance reporting deadlines.

Personnel Management

35. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
36. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

Other

37. Maintain confidentiality of information.
38. Perform all other task and duties as assigned.

Supervisory Responsibilities

39. Supervises Migrant Services Clerks, Financial Budget Analyst, Adult Basic Education instructors, and Federal and State Programs Secretary.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.

Occasional district and statewide travel.

Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____