



Job Title:	Director of Federal & State Programs & Title I Instructional Support	Wage/Hour Status:	Exempt, 226 Days
Reports to:	Chief Innovation Officer	Pay Grade:	Administrative Pay Scale 9
Dept. /School:	Curriculum & Instruction	Date Revised:	3/6/2019

Primary Purpose:

Coordinate the district's federal/special programs. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs. Prepare grant proposals for the district. Assist administrators to develop, implement, monitor, and evaluate grant-funded programs. Partner with administration from eligible campuses to ensure the development and implementation of effective instructional programs. Coordinate TEA-required corrective action plans. Ensure district compliance with State and Federal law as it pertains to grant funding and accountability.

Qualifications:**Education/Certification:**

Masters degree
Mid-management Administrator Certification or Principal Certification
Successful campus administrative experience required

Special Knowledge/Skills:

Ability to organize and coordinate district-wide program
Ability to interpret data
Strong organizational, communication, and interpersonal skills
Familiarity with federal and special program rules and regulations
Knowledge of effective instruction for students from poverty and at risk situations
Knowledge of trends, processes, and ethics in grant writing
Demonstrated skills in writing and editing
Ability to analyze complex information and synthesize into readable and persuasive written material
Ability to interpret and develop policy and procedures
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Ability to use budget, personnel, and student management software
Ability to meet established deadlines and pay extreme attention to detail
Ability to work effectively with others
Ability to support team/group decisions
Ability to supervise assigned personnel
Ability to answer phone and conduct own secretarial duties

Experience:

Three years experience as a successful principal required. Two years experience in program management and/or two years grant composition experience preferred. Experience with Skyward Financial, eGrants, Skyward Student Management, and/or AESOP preferred. Supervisory experience preferred.

Major Responsibilities and Duties:

Program Management:

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
2. Inform superintendent or other administration of the effects of current and impending legislation.
3. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs.
4. Prepare and submit standard applications for federal funds to Texas Education Agency (TEA).
5. Assist administration in the development of all requests for projects and programs requiring federal/special money.
6. Evaluate all requests for projects and programs requiring federal/special money.
7. Develop and coordinate a continuing evaluation of the federal/special programs and implement changes based on the findings.
8. Oversee the compensatory education program in coordination with other departments within the district (at risk, business and finance, human resources, and curriculum).
9. Provide professional development to improve program delivery and effectiveness.
10. Approve personnel funded by grants, ensure proper budget coding of salaries, and supervise collection of time and effort for federally funded positions. Write job descriptions for new positions.

Consultation:

11. Serve as liaison between school and other agencies on joint projects that are federally funded.
12. Partner with administration from eligible campuses to ensure the development and implementation of effective instructional programs.
13. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs. Provide for consistency with departments with other federal sources (SPED, CTE, and BE/ESL).
14. Serve as the DCIS (District Coordinator of School Improvement) to facilitate TEA-required corrective action plans. Submit TEA staging documents to the agency upon demand.
15. Assist campus administration in developing budgets and plans for federal/comp ed funds under their discretion.
16. Establish processes for ongoing consultations with participating private non-profit schools. Approve all contracts with third party vendors.

Budget and Inventory:

17. Solicit federal funds and participate in grant-writing activities to obtain funding for federal/special programs and services.
18. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
19. Ensure that programs are cost effective and that federal/special programs are managed wisely.
20. Compile budget and cost estimates based on documented program needs for department budget and federal budgets.
21. Approve all purchase orders, transfers, and expenses of federal and comp ed dollars to ensure compliance with grant intent.
22. Monitor grant activity and address errors and problems as they arise.

Grant Preparation:

23. Write grant applications, cover correspondence, and other materials according to required format.
24. Prioritize tasks and meet all deadlines for preparation and submission of grant applications and grant-related reports.
25. Obtain information, data, and application forms necessary to fulfill grant requirements.
26. Review the Federal Register, Texas Register, professional journals, and other publications for the announcement of grants and other funding sources and disseminate to administrative staff.

Technical Support:

27. Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to administrators and staff.
28. Provide technical assistance and staff training in the drafting of project proposals and reports, including the writing and development of program goals and objectives, budget, and interpretation of specifications for grant funding.
29. Oversee the evaluation and monitoring of grant-funded programs.
30. Assist staff in maintaining data and writing periodic reports to comply with grant requirements.
31. Train campus leaders in how to conduct Comprehensive Needs Assessments and document the findings.
32. Develop templates and coordinate the process for writing District and

Campus Improvement plans. Assist principals with writing campus plans in order to fulfill state requirements for the campus improvement process.

33. Train office staff on proper procedures for requesting purchases from federal grants.

Policy, Reports, and Law

34. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
35. Evaluate all Plan On a Page, Cadence of Accountability, and Plan Do Study Act documents to ensure state and federal compliance.
36. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
37. Maintain master files on grants, including a database to track and report all grant activities within the district.
38. Assist with monitoring grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
39. Facilitate intervention meetings and corrective action as required by the State Performance Based Monitoring System (PBMAS) and data validation reviews.
40. Assist the business office with completing MAC financial reports and annual cost reports.

Other:

Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Telephone, voice mail, computer, printer, fax, scanner, copier, and presentation systems

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours. Prolonged computer use. Frequent in-district and in-region travel. Occasional in-state travel.

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