

## **Red River Parish School Board**

### **Job Description**

**Title:** **Director of Federal Programs**

**Qualifications:** Must have a valid LA Teaching Certificate in area of City or Parish Supervisor or Educational Leader 2 (EDL 2)

Five (5) years of successful professional school experience, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position  
Effective, new hire, June 1, 2016

**Superordinate:** Superintendent

### **Performance Responsibilities**

1. Studies all Federal Programs, legislations, rules & regulations with regards to compliance and potential benefits for students in the LEA who attend schools in the most economically deprived areas and who are most at-risk for not achieving state and local standards.
2. Surveys memoranda, federal publications, projects and programs for opportunities provided for educational grants, entitlements and allocations offered relevant to the needs of students who are at risk for not achieving state standards.
3. Informs, interprets, and recommends to the Superintendent the effects of current and impending legislation.
4. Assists the board, superintendent, and professional staff in achieving the wisest and most productive use of Title I funds as a program and in consolidation with other funding sources as applicable by law.
5. Obtains information, data, and application forms necessary to fulfill the requirements for completion of the Consolidation Application for Federal Funds.
6. Assumes final responsibility for the timely preparation of the budget, budget breakdowns, certification and statistical information, needs, assessments (as needed, job descriptions, and narrative descriptions of the administrative, instructional, support service, and evaluation activities to be contained with the Consolidation Application for Federal Funds.
7. Conducts the preparation and submission of budget and program revisions in a timely and efficient manner.
8. Conducts procedures to complete attendance area selection, comparability status, and maintenance of fiscal efforts required by federal state, or local authority in a timely and efficient manner.
9. Assumes final responsibility for the timely completion of all evaluation studies and program improvement requirements in accordance with established Title I guidelines.
10. Confers with Superintendent and Title I staff in determining personnel requirements, developing job descriptions and selection criteria for specified positions; establishes selection procedures, coordinates and conducts interviews or other selection activities; and recommends applicants to the Board.
11. Directs the Title I staff in the implementation of the Consolidation Application for Federal Funds as approved and assist/facilitates the implementation of school-wide projects in designated schools
12. Coordinates administration, staff, and community in matters relating to implementation of parental involvement activities.
13. Administers and assumes final responsibility for financial accounting, maintains written records on expenditures and disseminates this information as required.

14. Conducts formal evaluation Title I personnel in accordance with state regulations and system policy and arranges for follow-up activities as required.
15. Coordinates the identification of those students termed at-risk for meeting state standards, assesses the evaluation measures on identified students, and enacts methods for working with said students and their parents to help students attain set standards.
16. Supports and facilitates the development and the implementation of School-Wide Improvement Plan by designated schools and provides information essential to secure the proper support team for the planning process.
17. Observes and confers with school-wide core committees, Title I instructional staff, directors, targeted-assisted instructional staff, and system-wide regular ed. Teachers to assess needs, designs, and facilitate ongoing professional improvement staff development of personnel including in-service training, participation in workshops and conferences, and visitation in response to identified needs of individual members and staff as a whole.
18. Administates the Media Support Service, including assumption of the final responsibility for use of the facility and its resources; for establishing standard practices and procedures of purchasing, receiving, processing, inventorying, and distributing equipment, materials and supplies; and for allocating Title I resources to target-assisted school personnel in a manner which insures just distribution of funds to students in compliance with IASA.
19. Participates in professional meetings and educational conferences, and attends state and national conferences as they relate to the Title I Program and Director's duties.
20. Coordinates and administer Title I, Title II, and Title VI programs.
21. Works cooperatively with total administrative staff in the development and implementation of all programs.
22. Shares with total administration relates of surveys, progress, etc.
23. Coordinates programs with input from central office administrators and school administrators.
24. Emphasis for all programs, grants, etc. as based on state accountability and assessments at the parish level and for each individual school site/programs.
25. Performs all other duties as assigned by proper authority.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment:           **12 Months**