

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Federal Programs Director*

QUALIFICATIONS: A valid Type A, Type B, or Level 3 Louisiana Teaching Certificate with a Master's degree or higher or completion of a Practitioner/Residency Leader Program. Certificate must show endorsement as Principal, Provisional Principal, Elementary Principal, or Educational Leader. Must have three (3) years of successful teaching and/or administrative experience during the five (5) year period preceding appointment to principalship. Administrative experience is preferred.

REPORTS TO: Superintendent

SUPERVISES: Federal programs staff

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel pursuant to *BESE Bulletin 130*

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: Direct and oversee all Federal programs for the district

PERFORMANCE RESPONSIBILITIES:

- Direct all Federal Programs for the district.
- Assume responsibility for growth in student learning.
 - ❖ Develop and meet two yearly performance goals which positively affect student achievement through job responsibilities.
- Direct the writing and submission of the consolidated E-Grant and all versions or amendments to basic Federal Programs projects.
- Act as liaison between the school community, parents, and students directly involved in Federal programs.
- Work with school and district personnel on all matters related to Federal Programs.
- Monitor inventory for Federal Programs.
- Maintain an ongoing evaluation of all Federal Programs' effectiveness and recommend adjustments and changes as necessary within the framework of the funded project.
- Assist the Superintendent and professional staff in planning the District Consolidated Super APP for the wise utilization of funds and to address school improvement needs of the system through the various federal programs.
- Obtain information, data, and application forms from all district supervisors as necessary to fulfill the requirements of the E-Grant submission, review, and approval process.
- Complete all state and federal reports in a timely manner.

- Provides direct support to assigned school leader(s).
- Serve on the district leadership team.
- Serve as an instructional leader, maintaining an instructional focus.
 - ❖ Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
 - ❖ Observe classroom instruction, provide feedback to teachers, and facilitate professional development opportunities to improve teaching practices.
 - ❖ Support a schoolwide schedule and routines that maximize instructional time.
 - ❖ Plan and prioritize schedules in order to engage in instructional leadership activities focused on teaching and learning.
 - ❖ Participate in staff special committee assignments as needed.
 - ❖ Analyze student achievement data, attendance records, and other metrics to assess school performance and identify areas for improvement.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date