



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF FEDERAL PROGRAMS

JOB TITLE:	Director of Federal Programs	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Instruction	TERMS:	226 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 5

PRIMARY PURPOSE:

- Coordinate the Title I program (Title IA and Title ID)
- Coordinate the Title IIA program
- Coordinate the Title IVA program
- Coordinate the state compensatory education program

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university

Special Knowledge and Skills:

- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Ability to coordinate district function
- Strong organizational, communication, and interpersonal skills

Experience:

Minimum two to three years accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Oversee development of Title I, Title ID, Title IIA, Title IVA and State Compensatory Education (SCE) budgets, ensuring coordination with other fund sources
2. Coordinate with other program personnel in writing the federal programs yearly grant
3. Ensure compliance with all legal aspects of the Title I, Title II, Title IVA and SCE programs, including program evaluations and writing waivers



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Monitor the implementation of the Title I, Title II, Title IVA and SCE grants to ensure compliance at the campus level
5. Provide Title I and SCE budgets to the campuses, and monitor purchase orders throughout the year to monitor compliance
6. Work closely with the business office throughout the year in the setting up budgets and monitoring expenditures
7. Monitor the Title I, Title II and Title IVA private school implementation
8. Provide technical assistance to teachers and principals
9. Collaborate with administrators and teachers to provide appropriate staff development
10. Observe and monitor classroom instruction
11. Seek out and assist in writing appropriate grants
12. Stay current in research and research-based programs in early literacy
13. Work as part of the curriculum team to provide quality programs that enhance student success
14. Attend district administrative training
15. Attend principals' meetings and curriculum and instruction department meetings as scheduled
16. Coordinate the Title I school improvement grants and program
17. Submit campus plans and evaluations to TEA
18. Supervise the planning, development, implementation, and evaluation of instructional programs and materials
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2017