

TITLE: Chief Federal Programs Officer

- QUALIFICATIONS:**
1. Master's Degree.
 2. Certification in school administration.
 3. Minimum of three years teaching experience.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 5. Three (3) years experience in Federal Programs Management preferred.

REPORTS TO: Superintendent

SUPERVISES: All aspects of Federal Programs Program

JOB GOAL: Perform tasks necessary to ensure the efficient operation of the district and to utilize federal funding opportunities to the fullest advantage as possible to benefit the educational excellence of the district's programs, facilities, and personnel.

JOB DUTIES:

1. Keeps abreast of all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
2. Demonstrates support for the school system and its vision, goals and priorities.
3. Prepares and administers all federal program budgets.
3. Prepares and administers eGAP.
4. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation, and prepares testimony for the Board concerning pending federal legislation.
5. Assists the superintendent and the professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
6. Works with designed committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
7. Obtains information and data necessary to fulfill the requirements of applications for federal funds.
8. Considers and evaluates all requests from school personnel for projects and programs requiring federal monies.
9. Establishes standard practices and procedures for receiving and processing such requests.
10. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal monies.
11. Assumes final responsibility for completing Child Count and the Annual Data Report for Special Education.
12. Evaluates all federally funded projects in operation in the district on a regular basis.
13. Serves as liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
14. Prepares an annual report summarizing the evaluation of federally funded programs.
15. Supervises the school nurse program.
16. Serves as the Homeless Liaison for the McKinney Vento Act
17. Coordinates the ADA Section 504 Program
18. Supervises all Federal Programs
19. Supervises and directs all aspects of programs related to providing adequate services for all English Learners at ACS.
20. Supervises and assists in the adherence to laws/guidelines associated with the Individuals with Disabilities Education Act.
21. Coordinates school safety plans in order to fulfill both state and federal requirements.

- 22. Attends board meetings and prepares reports as directed.
- 23. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
- 23. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 24. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

FLSA STATUS: Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

Board Approved:11/13/2020
Revised:04/24/24