

TITLE: Executive Director of Federal Programs

- 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. 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.

