

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FEDERAL PROGRAMS

Required Qualifications:

- Master's degree in Education
- Florida certification in Educational Leadership or School Principal
- Considerable knowledge of Elementary & Secondary Education Act (2001) regulations, Schools In Need of Improvement (SINI) processes, Florida's Education Code, Florida's Differentiated Accountability (DA) Model, Florida's Continuous Improvement Model, State and National policies which impact education and Hernando County School District Policy
- Ability to communicate effectively with a variety of audiences in both oral and written form
- Ability to facilitate groups to consensus
- Must possess a Florida driver's license
- Minimum of five (5) years of successful supervisory and/or administrative experience

Desired Qualifications:

- Previous supervisory experience in federal programs

Performance Responsibilities:

- Collaborate all federally-funded staff, to design, implement, evaluate and revise, as needed, school-wide Title I and SIG programs, in accordance with the Elementary & Secondary Education Act (2001) and Title I regulatory and non-regulatory guidelines
- Collaborate with school administrators and ESOL Lead Teachers to support allocation of Title III resources in a manner that ensures that Limited English Proficient (LEP) and Immigrant students achieve proficiency on the same rigorous, grade-level appropriate course standards as their English-speaking peers
- Supervise and evaluate District-level federal program staff
- Facilitate highly-effective coordination of federally-funded initiatives
- Facilitate ongoing consultations to support participation among local private and charter schools in federally-funded programs
- Direct staff in effectively managing the District's grant initiatives
- Prepare and submit the District's annual Title III grant application
- Supervise and assist with the preparation and submission of grant applications
- Regularly communicate with the Executive Director of Student Support Programs regarding ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Supervise efforts to improve student achievement for all students

- Keep current and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility
- Assist in implementing the district's goals and strategic commitment
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:

12-month employment
Partially grant funded

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

63023

Board Approved: 08/09/11

Revised: 6/10/14, 07/28/2015, 06/25/19