



TITLE: ASSOCIATE SUPERINTENDENT FOR FEDERAL PROGRAMS

PRIMARY FUNCTION:

To provide leadership, coordination, and supervision of all federal title programs to include Title I, Title II, Title III, Title IV, as well as those federally funded programs and grants assigned by the superintendent in compliance with federal, state, and district laws, regulations, policies, and guidelines.

QUALIFICATIONS:

1. A master's degree or higher from an accredited institution.
2. Certification in Educational Leadership (Administration).
3. A minimum of 3 years classroom teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have knowledge of Title I programs, regulations and guidelines
2. Must demonstrate the ability to work effectively with teachers, administrators, parents and students
3. Must be abreast of current trends and research in the area of responsibility
4. Ability to organize and priorities all federal program events, audits, reports and applications
5. Ability to utilize technology and assist others in the use of technology related to the Title I program
6. Must utilize effective oral and written communication skills
7. Ability to lift and move small boxes, packages, etc.

REPORTS TO:

District Superintendent

RESPONSIBILITIES:

1. Provide guidance and work directly with each school and school administrators in preparation of the annual federal programs application based on assessed needs and the district's mission and goals.
2. Develop, submit and amend as needed the federal programs budget based on assessed needs, Title I objectives and the district's mission and goals

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3. Assist in the implementation of the planned Title I project
4. Review purchases made from Title funds
5. Work collaboratively with other professionals through participation on committees to ensure effective services for students served in school-wide Title I- funded programs
6. Participate in disciplinary hearings related to students designated as Title I students or students from schools designated as school-wide Title I programs
7. Disseminate information about Title I requirements to district school-level staff
8. Provide the general public with information regarding various aspects of the program
9. Serve as liaison between the district and state and federal offices
10. Communicate effectively with other professionals, parents, and the community
11. Respond to inquiries of concerns in a timely manner
12. Make regular visits to school sites for effective implementation of responsibilities
13. Assist with the observation and evaluation of all federally funded Title I personnel as well as other instructional staff in all schools designated a school-wide programs
14. Demonstrate initiative in performance of assigned responsibilities
15. Anticipate problems and design programs and procedures to address them
16. Evaluate and identify strengths and weaknesses in Title I and other federally funded programs
17. Review and analyze data relative to assigned area and make or implement recommendations based on the analysis
18. Set high standards for self and others and encourage reaching higher standards
19. Work with and assist school administrators in the implementation of professional development based on identified needs and requirements of Title program laws and regulations
20. Attend and participate in educational conferences pertinent to the delivery of Title – funded services
21. Coordinate the Title I program with the appropriate district – wide curricula
22. Work directly with the district’s assessment program to foster a clear knowledge of student achievement, expectations and outcomes
23. Facilitate a district support system for schools implementing a school-wide Title I program
24. Promote coordination among other agencies in the provision of available resources for students
25. Maintain appropriate and accurate records related to federal programs
26. Ensure that the Title I district and school plans reflect input from parents of children eligible for Title I –funded services and the thinking of all levels of personnel involved with the implementation of the programs
27. Facilitate the articulation of Title I initiatives with basic and exceptional student educational programs in the district
28. Facilitate the training of teachers in appropriate teaching methods for children served by Title I funded programs
29. Assist in the implementation and coordination of programs associated with Migrant and ELL students
30. Review and coordinate updating of inventory of equipment and materials purchased with Title I funds as needed
31. Monitor expenditures of Title I funds

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32. Provide the superintendent annually with a list of all federally funded employees
33. Supervise expenditures and services to assure that the program is supplemental and does not supplant
34. Exhibit commitment to the vision and mission of the school district
35. Perform other incidental tasks consistent with the goals and objectives of this position
36. Administer, implement, supervise or complete other tasks as assigned by the superintendent that relate to students, staff and parents in any school designated as a school-wide Title I program.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated by the superintendent or his designee in accordance with Board policy.