



Pickens County Schools

Job Descriptions

DIRECTOR OF FEDERAL PROGRAMS

Title/Position: Director of Federal Programs

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Chief Financial Officer

- Qualifications:**
1. Valid Georgia Certification in Educational Leadership preferred.
 2. At least three years experience in public school administration and supervision (preferably dealing with Federal Programs).
 3. At least three years successfully experience as a classroom teacher preferred.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Oversee the District's Title I, Title II-A, Title III, and any other applicable federal programs
- Update the District's Federal Compliance Manual and the Title I Inventory Procedures and Policies Manual annually
- Assume responsibility for the writing of projects proposals, the Consolidated Application, and District's needs assessment to be submitted to the State Department of Education or other designated agencies for approval
- Attend required federal programs' professional development conferences and sessions
- Stay abreast of new federal guidelines, information, and changes to inform district and school staff of the effects of current and impending federal legislation
- Analyze all federal legislation, projects, and programs for possibilities and opportunities offered relevant to the needs of the District
- Maximize federal funding opportunities to benefit the educational excellence of the district's and schools' programs, students, and personnel
- Work with the Directors of Curriculum to assist others in completing both schools and district improvement plans based on school and district data
- Assist school administrators and staff in the effective utilization of funds available to their schools through various federal programs

- Works with designated committees of teachers, principals, and community members regarding specific programs, projects, or courses of action
- Consider and evaluate all requests from school personnel for projects and programs requiring federal funds
- Establish standard practices and procedures for receiving and processing federal funds
- Serve as liaison between the school, other agencies, and the community on all projects that are expected to involve federal Title funds
- Work with the professional staff in analyzing and evaluating the effect of all federal programs in operation in the district
- Prepare and administer federal program budgets for assigned schools and departments
- Maintain proper documentation as required by law for each specific federal program
- Perform any other duties as assigned

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt