

ASSOCIATE DIRECTOR OF FEDERAL, STATE PROGRAMS

TITLE:	Associate Director of Federal/State Programs
REPORTS TO:	Director of Student Achievement
SUPERVISES:	Federal/State Program Staff as assigned
JOB FUNCTION:	Administers the district's Title III, Migrant, Gifted & Talented and Magnet curriculum programs.

DUTIES AND RESPONSIBILITIES:

- Provides coordination/leadership in the development/implementation and monitoring of magnet school programs, and Gifted & Talented special instructional programs.
- Coordinates the application process, testing and evaluation for magnet and Gifted & Talented programs.
- Provides coordination/leadership in the development/implementation of programs.
- Prepares and administers budgets necessary for the operation of the various programs.
- Works with community agencies to develop and implement special programs.
- Attends central office staff meeting and other professional meetings when approved to do so.
- Serves on various study committees when requested.
- Works closely with building principals, counselors, and central office staff to implement special programs.
- Disseminates information to school staff and the community regarding special programs.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Initiates, coordinates, and plans in-service and staff training
- Reads/interprets federal and state laws and regulations regarding Title III, Migrant and Gifted & Talented programs.
- Assists in developing and updating local policies and procedures for Title III, Migrant and Gifted & Talented services to comply with laws and regulations.
- Monitors services for compliance with local policies and procedures as well as federal and state laws and regulations.
- Develop and implement the evaluation system necessary for data collection required for Title III, Migrant and Gifted & Talented program reports.
- Collect, complete, and disseminate data reports to federal and state agencies.
- Prepare grants (Title III, Migrant, and Gifted & Talented).
- Supervises the program/services of grants for adherence to goals and objectives.
- Develops, monitors, coordinates budgets for grants including quarterly reports and monitoring appropriate expenditures as well as making necessary budget revisions.
- Supervises and evaluates personnel assigned to the Division.
- Works with school staff and community agencies in the preparation of federal and state grants.
- Keeps abreast of current research, trends innovations, impacting programs in the department.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA degree in education or related field
- Master's Degree (preferred)
- Successful K-12 school administrative experience (preferred)
- Certificate for teacher of gifted education (preferred)
- Demonstrated management experience (to include budgeting, planning, program evaluation)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teacher certification
- Administrative certification (16 KAR 4:010)

Original Date: _____

Revision Date: 01/1995

Revision Date: 07/2012

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