

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR - FEDERAL AND SPECIAL PROGRAMS

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in developing and administering the operations for all district's Federal and Special Programs (Title I, Title II, Title III/ESL, and Magnet and Choice Schools) according to federal, state and local guidelines. Employee provides programmatic coordination, leadership, and administrative support to schools, district leadership and parents/stakeholders; oversees the development of comprehensive programs plans, implementation of planned programs, monitoring of budgets; and ensures adherence to federal, state and local policies and procedures. Reports to the Chief Curriculum & Organizational Development Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides leadership to each department in Federal and Special Programs to ensure appropriate and reasonable practices are offered within each identified school that implements Title I and/or Magnet and Choice and/or English as a Second Language (ESL) programs so that students, families, and teachers have equitable opportunities despite socioeconomic levels and language limitations.

Conducts or presents information and/or conducts trainings for a variety of administrative teams and others personnel and stakeholders.

Monitors the effectiveness and compliance of all Federal and Special Services programs in eligible schools to ensure adherence to federal, state, and local policies and procedures; visits schools to review documentation; and provides support in the development and implementation of School Improvement Plan Strategies.

Responds to calls/inquiries about the Federal programs

Serves as a resource to schools, parents, district leadership, and community members regarding programs in Federal and Special Programs.

Serves as a liaison with Regional offices and district departments regarding all each of the programs within Federal and Special Programs.

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Prepares supplementary grant applications to receive additional funds to implement turnaround and reform efforts including but not limited to magnet and choice funding; authorizes grant expenditures, and ensures programs are implemented within Federal guidelines.

Develops and implements instructional policies and programs; interprets educational policies and procedures for multiple target audiences for all departments in Federal and Special Programs.

Supervises and conducts personnel administration duties for direct reports subordinates, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave; provides staff with professional development opportunities; advises, consults, and coaches staff; assists with non-routine situations as they arise.

Compiles data for various local, state, and federal reports.

Coordinates data and prepares reports and presentations for the superintendent, chief academic officer, chief of curriculum and organizational development, and board of education.

Maintains appropriate files and documentation as required by law

Manages Strategic Plan Projects and serves on district level project teams and committees (internal and external), as assigned.

Coordinates, implements, and supervises the programs as assigned by the Chief Curriculum and Organizational Development Officer.

Serve as a liaison with Department of Public Instruction for Title II.

Prepares the Title II grant application to receive Title II funding to implement the Title II program, authorizes grant expenditures, and ensures program is implemented within Federal rules and regulations.

Directs Magnet and Choice Program by planning, obtaining resources, budgeting, supporting, and authorizing expenditures for each Magnet and High School Choice program to enhance student educational opportunities; plans events for students and families including but not limited to the annual Magnet Fair.

Provides leadership and to Director of Title I on the implementation of Title I Parent Involvement Components in collaboration with Parent Academy.

Provides leadership, coordinates the educational programs and professional development programs, and authorizes expenditures for participating non-public schools in equitable services for Title I and Title II.

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Provides leadership and authorizes expenditures ensuring compliance with the educational and transitional programs at the Juvenile Detention Center and with the Homeless and Dropout Prevention Programs as federal funds are expended.

Serves as the budget authority for the grants and budgets assigned to the various programs within Federal and Special Programs.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the Superintendent and/or Chief Curriculum & Organizational Development Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education, Education Administration or a related field preferred, and at least 5 to 7 years of experience as a teacher, with program coordination experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, facsimile machines, audio-visual equipment, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, billing statements, evaluations, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an

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extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local requirements regarding each program within Federal and Special Programs.

Thorough knowledge of the School Board policies, procedures and standards regarding education.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of each program within Federal and Special Programs.

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Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the needs of: Title I students from diversified backgrounds and various learning abilities and styles; English Language Learners with limited English proficient; four year olds as part of the federal and state Pre-Kindergarten Programs.

Skill in counseling and developing staff.

Ability to use common office machines and popular computer driven word processing, database, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to develop and implement instructional policies and programs with Federal and Special Programs.

Ability to assess the effectiveness of programs and activities.

Ability to interpret educational policies and procedures.

Ability to develop long range plans and annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.