

## Director for Federal Programs, CTE and Grant Administration

<b><u>Reports to:</u></b>	<b>Deputy Superintendent</b>
<b><u>Supervises:</u></b>	<b>N/A</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Appropriate Central Office Administrator Salary Schedule</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

- Qualifications:**
- **North Carolina Teacher Licensure**
  - **Minimum 5 years' classroom teaching experience**
  - **Master's degree in education-related field**
  - **Experience in Fiscal Budget Management**
  - **Demonstrated experience in writing and securing grants**
  - **Demonstrated experience in Title I, Title II and other federal programs**

**Essential Job Functions:**

- Administers and monitors all aspects of Title I, Title II and other assigned federal programs including budget development and long-range financial planning
- Collaborates across departments to support creation, implementation and evaluation of individual school improvement plans
- Informs, interprets and recommends the effects of current and impending federal legislation
- Remains current on laws and requirements regarding each program assigned and meets with appropriate staff to interpret and implement regulations
- Ensures compliance with all legal aspects of assigned programs including the Education Department General Administrative Regulations (EDGAR) and Office of Management and Budget (OMB) circulars A-87 (Cost Principals) and A-133 (Audits)
- Assists Title I school administrators and planning teams with program implementation, budgeting, school improvement planning and other activities that facilitate achievement of program activities
- Reviews, evaluates and controls expenditure requests from schools and departments related to assigned federal programs
- Establishes, maintains and finalizes required fiscal procedures as liaison with the Finance Office
- Assumes responsibility for building and entering initial budgets, amendments and monitoring expenditures of assigned federal budgets using Budget Builder (LINQ) and the DPI Budget and Amendment System (BAAS)
- Ensures that Title I schools and the district are in compliance with all applicable indicators that apply to assigned programs and maintains evidence thereof
- Confers with the district, site and participating private school administration on curriculum, coordination with project requirements and Title I and/or Title II program requirements
- Prepares all required reports and maintains appropriate records for program or fiscal monitoring and/or audits
- Monitors and assists in the acquisition of additional federal funding as appropriate
- Coordinates and leads grant programs that support a variety of district activities, including instruction, facilities and operations.
- Coordinates and researches grant preparation
- Maintains current information on grant and funding availability through a database with available documentation
- Disseminates pertinent information regarding funding availability as appropriate to meet district's needs
- Writes or assists teachers and other staff in writing grant applications to meet specified district needs within appropriate designated time frames

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- Edits draft applications from across the district for accuracy, completeness and clarity
- Submits all applications in accordance with grant requirements
- Provides assistance in resolving issues and conflicts with funding agencies and community partners
- Prepares quarterly or annual reports as required by granting agencies and for the district
- Researches and pursues other funding options such as foundations and corporations
- Collaborates with other agencies, community partners and programs in order to access funds to serve and meet the needs of students
- Performs other duties and responsibilities as assigned by supervisor

### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of setting, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication and procedures
- perform basic math functions to understand and interpret data to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations