



Title:	Director of Federal Programs
Reports to:	Assistant Superintendent of Administrative Services
Terms of Employment:	12 months
Salary:	NC State Salary Schedule

Essential Job Functions

1. Studies all federal legislation projects and programs for possible opportunities for educational grants, entitlements, and allocations offered relevant to the needs of the school district.
2. Informs and interprets the effects of current and pending federal legislation.
3. Assists in planning the use of funds available to the school through the various federal programs.
4. Works with designated committees of teachers, principals, and residents in specific programs, projects, or courses of action (i.e. school improvement teams, parent meetings, etc.).
5. Obtains data and application forms necessary to fulfill the requirements of application for Title funds.
6. Considers and evaluates all requests for projects and programs requiring federal grant money, establishing standard practices and procedures for receiving and processing such requests. Approves expenditures.
7. Assumes final responsibility for writing and filing Title I, Title II, Title VII, and 21st CCLC proposals, applications, and amendments.
8. Works in tandem with finance employee responsible for federal budgets.
9. Serves as liaison between school and other agencies on all projects of a joint community nature that involve schools and can be federally funded.
10. Prepares all required reports and maintains appropriate records.
11. Remains current on changing laws and requirements regarding federal funds available to the schools.
12. Recommends and administers assigned federal budgets.
13. Attend trainings/conferences for continued professional development and to keep abreast of changes in rules and regulations of state and federal laws concerning assigned federal programs.
14. Performs other duties and responsibilities as assigned by superintendent of designee.