

**TITLE:** DIRECTOR OF FEDERAL PROGRAMS, TRANSPORTATION AND INSTRUCTION

**QUALIFICATIONS:**

1. At least a Master's degree in Education
2. Administrative Certification
3. At least three years' experience as Administrator
4. Demonstrated effective skills in written and oral communication

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction

**JOB GOAL:** To plan and coordinate activities and services related to federal programs in accordance with federal, state and local regulations and district transportation

**PERFORMANCE RESPONSIBILITIES:**

1. Interprets, implements, reviews and recommends policies relative to all federal programs except Food Service, Career-Technical Education, Technology and Special Education.
2. Regularly performs classroom monitoring of both programmatic and instructional practices of designated federal projects.
3. Plans and submits applications and implements and maintains approved budgets for designated federal programs.
4. Ensures program compliance with federal rules and regulations.
5. Establishes and maintains positive public relations with staff members, students, parents, and community.
6. Assists with evaluation of personnel employed with designated federal funds, as directed by the Superintendent.
7. Advises the Superintendent and acts as the liaison with the contractor of transportation on road hazards and on decisions regarding possible school closing during inclement weather.
8. Supervises the student transportation program (grades K-12) for the District.
9. Coordinates staff development activities in regard to federal programs.
10. Prepares and administers the student transportation budget.
11. Submits grant proposals to other entities such as private foundations.
12. Organize K-6 summer school program.
13. Parent liaison for the district.
14. Performs such other duties as may be assigned.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved: 5-9-17