



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Federal Programs	Office of Teaching & Learning	Chief Academic Officer

Position No: 63023	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 5/10/16
FSLA: Exempt	Date Revised:

JOB GOAL
To assist the Chief Academic Officer in the administration and implementation of Every Student Succeeds Act (ESSA) programs, specifically all aspects of the initiatives funded by Title I, Title II, Title III, and the Title I School Improvement grant as well as competitive grants awarded to St. Lucie Public Schools. The Director of Federal Programs serves in a collaborative role between district administration, school administration, and the Florida Department of Education and serves to ensure compliance with the provisions of ESSA programs and develop strategies for continued student improvement.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher in Educational Leadership or Public Administration, Public Health, Business Administration, or related field. 2. Minimum of three (3) years successful experience in school leadership or federal grants management. 3. Certification in Education Leadership or Administration and Supervision, or certified Contract Manager. 4. Evidence of excellent communication skills. 5. Evidence of skill in critical thinking, problem solving and analysis of data. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Direct and supervise the planning, coordination, and evaluation of Title I, Title III, and Migrant Programs in St. Lucie County to ensure consistency with applicable laws, rules, and regulations. 2. Compile and maintain written records and reports related to Title I, Title III, and Migrant and disseminate this information as appropriate to the school district, lay groups, the State DOE, and U.S. Office of Education. 3. Oversee acquisition of educational grants, entitlements, and allocations offered relevant to the needs of the district. Remain up-to-date on changing laws and requirements. 4. Collaborate with the Chief Academic Officer and Directors in planning the utilization of funds available to schools. 5. Assure compliance with Federal Legislation related to Title I, Title III, Migrant, and Grants. 6. Supervise and evaluate department personnel. 7. Assure compliance with Florida Statutes, State Board of Education Rules and Regulations, and the policies of the St. Lucie County School Board related to the instructional programs. 8. Conduct data analysis, review and develop strategies to evaluate the effectiveness of funded program. 9. Provide leadership in establishing and maintaining positive relationships with parents, community members, civic organizations, and other stakeholders. Ensure implementation of required and effective parent involvement activities and advisory councils. 10. To perform all assigned tasks in a timely and efficient manner. 11. Performs such other tasks and assumes such other responsibilities as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.