



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director of Federal and Special Programs	Office of Teaching and Learning	Deputy Superintendent

<b>Position No:</b> 72004	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD09	<b>Date Approved:</b> 5/31/22
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Master's Degree or higher in Education Leadership or Public Administration, Public Health, Business Administration, or related field,</li> <li>2. Minimum of five (5) years successful experience in managing federal or state grant programs.</li> <li>3. Certification in Education Leadership or Administration and Supervision, or certified Contract Manager.</li> <li>4. Evidence of excellent communication skills.</li> <li>5. Training and/or experience in the development and management of large grants.</li> <li>6. Evidence of skill in critical thinking, problem solving and analysis of data.</li> <li>7. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Supervise the planning, coordination, and evaluation of the Title I, Title III, Migrant, Magnet, and Career and Technical Programs in St. Lucie County to ensure consistency with applicable laws, rules, and regulations.</li> <li>2. Compile and maintain written records and reports related to Title I, Title III, Migrant, Magnet, and Career and Technical programs and disseminate this information as appropriate to the school district, lay groups, the State DOE and the U.S. Office of Education.</li> <li>3. Oversee accusation of educational grants, entitlements, and allocations offered relevant to the needs of the district.</li> <li>4. Serve as liaison with the Florida Department of Education as well as with state and national professional organizations and remain up-to-date on changing laws and requirements.</li> <li>5. Collaborate with the Deputy Superintendent, District Administrators and Principals in planning the utilization of grant funds available to the district and public schools in the county.</li> <li>6. Assure compliance with Federal Legislation related to Title I, Title III, Migrant, Career and Technical Education and the Magnet school grant.</li> <li>7. Supervise and evaluate personnel in assigned departments including: Career and Technical Education; ESOL; Grants; Magnet Schools; Title I and Migrant services.</li> <li>8. Assure compliance with Federal Statutes, State Board of Education Rules and Regulations, and the policies of the St. Lucie County School Board related to the instructional programs.</li> <li>9. Plan and implement a system of feedback and evaluation regarding the effectiveness of state and federal grants to determine return on investment and academic achievement.</li> <li>10. 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.</li> <li>11. Develop, recommend, and evaluate grant management procedures and guidelines.</li> <li>12. Serve as an advisor to the Deputy Superintendent on the use of Federal and State grant funds.</li> </ol>

13. Serve as a member of the Executive Cabinet.
14. To perform all assigned tasks in a timely and efficient manner.
15. Performs such other tasks in a timely and efficient manner.

**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.