



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

1. Master's Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
2. A minimum of three (3) years of school-based and/or district level administrative experience in public education or a minimum of five (5) years of leadership experience in public education.
3. A minimum of five (5) years of successful instructional experience in public education.
4. A minimum of three (3) years of experience managing federal grant compliance.
5. Hold, or have eligibility for, a Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Informs, interprets and recommends the effects of current and impending federal legislation.
2. Acts as the liaison among appropriate personnel in the coordination of all state and federal resources to ensure student academic needs are met.
3. Evaluates all federal legislation, projects and programs for grant, entitlement and allocation opportunities relevant to the needs of the district.
4. Conducts staff development on federal laws and procedures for principals, teachers and other staff as necessary.
5. Develops and coordinates innovative projects to improve learning and achievement outcomes for academically disadvantaged students.
6. Collaborates with school and district staff to ensure supplemental projects are aligned to the district's strategic goals, particularly to increase achievement for academically disadvantaged students.
7. Provides guidance to competitive project development teams regarding applicable fiscal requirements, policies and processes that may impact the design of activities and creation of proposed budgets.
8. Interprets guidelines and regulations through the use of the Federal Register and other information dealing with funding sources.
9. Supports project managers and their staff in setting up and monitoring grant program implementation and budgets.
10. Prepares and submits all grants and project allocations to the appropriate funding agency.
11. Coordinates funding projects between administration, project directors, nonpublic school officials and the School Board Finance department.
12. Monitors grant and contract budgets and expenditures to ensure internal controls are used.
13. Prepares and reviews all state and federal reports concerning funded projects and grants.
14. Serves as the district's liaison for internal and external federal monitoring and audits.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan
Reviewed by Dept of Human Resources

APPROVED JUN 14 2022

Adopted by Bay District School Board