**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE OF POSITION:** Director of Federal Programs

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILES:** Federal Programs-Title I, II, VI, VII

**SUPERVISES:** Title I Secretary, Pre-K Program Staff, PRC Coordinator

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**DESCRIPTION OF DUTIES:**

1. Assist with administrative assessments (informal) by conducting surveys, informal reviews, reporting findings to superintendent.
2. Coordinates and supervises the development and implementation of the Consolidated Federal programs project.
3. Directs/coordinates/supervises Title I program development and implementation at the district and school level.
4. Ensures timely submission of projects, amendments, reports, etc.
5. Appropriates allocated funds to schools and monitors expenditures.
6. Develops and maintains budgets-approves all requisitions, provides regular reports of expenditures for building principals with regards to Federal Programs.
7. Informs building level administrators and staff of Title I regulations and facilitates the dissemination of relevant materials and information to staff, parents, and community.
8. Provides technical assistance for schools in school improvement.
9. Works with superintendent and other administrators to resolve conflict(s) regarding federal programs requirements.
10. Attends meetings, conferences and workshops to keep abreast of regulations and program developments.
11. Acts as the Administrator in charge for the Pre-K program building.
12. Implements and maintains the Pre-K programming.
13. Perform any other duties as assigned by the Superintendent of Education.