

Supervisor of Federal Programs/Grants/Technology and Professional Development

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring and administering the operation of all Federal Program Grants, as well as State Grants, according to Federal and State guidelines. Employee is also responsible for providing the best possible opportunities for students attending Title I schools. Employee oversees the development of comprehensive program plans, implementation of planned programs, and monitoring of budgets in accordance with established federal, state, and local policies. Reports directly to the Business Manager and the Superintendent. Currently responsible for the following grants and programs: Educational Excellence Fund, Title I, Title IIa, Title IVSSAE, Title VB, DSS, CLSD K-5 CLSD 6-8, CLSD 9-12, Redesign 1003a, ESSERF II Formula, ESSERF II Incentive, ESSERF II Interventions, ESSERF III Formula, ESSERF III Intervention, ESSEERF III Incentive, 8(g) Homeless AR, Strong School Systems, and Erate Program. This position also serves on the District Strategic Planning Committee and TAP District Leadership Team.

Plans professional development opportunities for the district. Pays stipends and contract vendors as needed. Acts as professional development presenter as needed or requested.

Works regularly with District Instructional Coaches to arrange professional development, curriculum purchases, and providing additional resources as necessary.

Serves as Technology Supervisor for the district. Coordinates and supervises all aspects of instructional technology in the district, including instructional integration, technology standards, professional development, and curriculum development.

Supervises Homeless Liaison, Federal Programs Clerk, and two Technology Technicians.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL TO JOB FUNCTIONS

Monitors the effectiveness of all grant programs in eligible schools ensuring adherence to federal, state, and local policies. Review school plans and budgets and visit schools to review documentation.

Responds to calls/inquires/emails about all grant programs.

Develops and implements instructional policies and programs; interprets educational policies and procedures for a variety of audiences.

Prepares grant application to receive Federal funds to implement the Title I Program as well as multiple other grant funds; monitors grant expenditures, ensures programs are implemented within Federal and State rules and regulations.

Monitors and keeps records of Title I funds allocated to the Local Educational Agency (LEA). Authorizes the purchase of materials, supplies, and equipment for the Title I schools.

Responsible for issuing purchase orders, maintaining inventory records, ensuring timely payment of invoices, managing teacher tuition program, ensure proper documentation for all travel reimbursements, order district curriculum materials, and prepare for audits and auditor requests. Responsible for timely reporting of budgets and amendments through the state EGMS website.

Responsible for dissemination of Federal Funds to parish nonpublic schools.

Maintains records of Title I program; creates summary reports for the program; prepares and submits required local, state and federal reports.

Supervises fiscal decisions for federal projects to prepare for budgets.

Conducts administrative meetings for Title I with principals, teachers and other personnel. Disseminates appropriate information regarding federal projects.

Responsible for the maintenance, acquisition, inventory, and repair of computers, hotspots, printers, network equipment, servers, and telephones.

Insures there is Internet access for all sites at all times.

Responsible for the acquisition, maintenance and training on all district software programs.

Support the use of technology for student assessments by coordinating with the LDOE and district testing supervisor.

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in Education, Education Administration, Educational Technology or a related field and at least 5 to 7 years of experience as a teacher, with program coordination and supervisory experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the Title I arena. Considerable knowledge of the principles of supervision, organization and administration. General knowledge of the grant application and administration process. Skill in counseling and developing staff.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to develop and implement instructional policies and programs. Ability to assess the effectiveness of programs and activities.

Ability to interpret educational policies and procedures.

Ability to develop long range plans and annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.