



**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION for:
DIRECTOR of FEDERAL PROGRAMS**

TITLE OF POSITION: Director of Federal Programs

TITLE OF SUPERVISOR: Assistant Superintendent

GENERAL RESPONSIBILITIES: Federal Programs—Maximize the efficiency and effectiveness of the utilization of the Federal Funds that are sent to the district and maintain necessary records and documentation of these transactions.

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

QUALIFICATIONS:

1. Administrative/Supervisory Experience;
2. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. Valid Mississippi Certification in Administration is required;
4. Knowledge of sound instructional practices;
5. Experience in fiscal and budget management;
6. Effective communication skills; and
7. Ability to work with administrators and teachers in improving instruction.

DESCRIPTION OF DUTIES:

1. Provides focus, direction, fiscal management, leadership, and oversight for all phases and funding of the Consolidated Federal Program Projects (Titles I, II, III, IV, V);
2. Coordinates and supervises the development and implementation of the Consolidated Federal Programs Budget Project;

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3. Directs, coordinates, and supervises all of the Title I programs, their development and implementation at the district and school level;
4. Ensures timely submission of projects, amendments, and reports at the local, state, and federal level;
5. Prepares grant applications to receive Title I funding, through a formula grant and additional grants, to secure supplementary Federal funds to include but not limited to School Improvement;
6. Monitors grant expenditures, and ensures programs are implemented within Federal guidelines;
7. Coordinates with the YCSD business office to ensure fiscal accountability;
8. Efficiently and effectively creates, manages, and monitors all of the job postings [open positions], available within the YCSD, keeping the system current and up to date;
9. Expand current reach, with regard to job postings, continuing current progress with Frontline; however, expand the talent marketplace reach by placing the job postings [open positions] to various heavily utilized such as the following: (1) Zip Recruiter; (2) Indeed; (3) Simply Hired; (4) Glassdoor; (5) Monster; (6) Google for Jobs; and (7) LinkedIn – leveraging data and analytics, available on each, to improve the applicant’s engagement experience;
10. Informs, interprets, and recommends to the Assistant Superintendent and the Superintendent the effects of current and impending federal legislation in regard to funding;
11. Assumes the responsibility of the overseeing and monitoring of the Office of Federal Program’s fixed assets ensuring both the accuracy of the federal programs office as well as all of the entirety of the YCSD asset management and inventory;
12. Appropriates allocated funds to schools and monitors expenditures;
13. Develops and maintains budgets for all site allocations;
14. Approves all requisitions with proper budget coding and proper paperwork packet requirements included for procurement;
15. Provides regular reports of expenditures, for building principals, with regards to Federal Programs site allocations;
16. Informs and continually updates building level administrators and staff of Title regulations;
17. Serves as a resource to schools, parents, and community members regarding Title I and updates, annually, all federal program handbooks, manuals, and guidance documents;

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18. Makes Title I presentations for parents, school staff, and outside agencies as requested;
19. Consults with private schools regarding federal programs;
20. Provides leadership and advocacy for families and children, as required in the YCSD Family Engagement Plan, served by Title programs;
21. Coordinates program priorities, activities, and plans with program leadership to ensure program efficiency, accountability, and concordance with the District Strategic Plan and individual School Improvement Plans;
22. Assists and supports the two Associate Superintendents' positions during the beginning-of-the-year registration – to include all of the processes and procedures entailed thereof;
23. Assists and supports the two Associate Superintendent's positions during the beginning-of-the-year district-wide professional development sessions and activities;
24. Assists and supports the school site administrator in teacher licensure, with regard to obtaining an emergency, veteran, and/or provisional license, for the prospective employee, from the Office of Teacher Licensure with MDE;
25. Develops communication networks involving local, state, and federal entities;
26. Facilitates the dissemination of relevant materials and information to staff, parents, and community regarding the Title Programs;
27. Provides all of the technical assistance, as needed, and requested, for schools in school improvement;
28. Reads various publications and attends various area, district, state, and national professional meetings related to Title I to continuously upgrade knowledge base;
29. Works with superintendent, assistant superintendent, and other administrators to resolve conflict(s) and/or misunderstanding information regarding federal programs requirements;
30. Conducts administrative meetings and applicable trainings for Title I with principals, teachers, and other personnel;
31. Make formal and informal reports and presentations to appropriate audiences;
32. Demonstrate effective team building;
33. Serves as a team player and role model for other employees in the organization, and demonstrates a commitment to continuous quality improvement system wise goals; and

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- 34. Considerable knowledge of the School Board policies, procedures, and standards regarding education;
- 35. 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;
- 36. Considerable knowledge of the current literature, trends, and developments in the Title I arena;
- 37. Considerable knowledge of the principles of supervision, organization, and administration;
- 38. General knowledge of the grant application and administration process;
- 39. Ability to use common office machines and popular computer-driven word processing, spreadsheet, and file maintenance programs;
- 40. Ability to develop and implement instructional policies and programs;
- 41. Ability to assess the effectiveness of all of the programs and activities;
- 42. Ability to interpret educational policies and procedures;
- 43. Ability to engage in and assist in the development of long-range plans [strategic planning] and annual budgets;
- 44. Ability to effectively express ideas orally and in writing;
- 45. Ability to establish and maintain effective working relationships as necessitated by work assignments; and

PROFESSIONAL RESPONSIBILITIES:

- Participates in professional development activities to enhance professional knowledge;
- A 40-hour work week is required, but daily hours may vary according to requirements and job responsibilities;
- Demonstrates prompt and regular attendance;
- Supports the Yazoo County School District Mission, Vision, and Strategic Plan; and
- Performs other duties as assigned by the Superintendent of Education.

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