



## JOB DESCRIPTION

### Executive Director (Federal Programs)

<b>DIVISION:</b> Center for Equity and Social Justice	<b>GRADE:</b> 140
<b>DEPARTMENT:</b> Office of Federal Programs	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Chief Equity and Social Justice Officer	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> At-Will	<b>DATE:</b> 2/1/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### **POSITION SUMMARY**

The Executive Director (Federal Programs) provides leadership, direction, and guidance of the Federal Programs program. Oversees the development of comprehensive program plans, implementation of planned programs and monitoring of budgets in accordance with established federal, state, and local policies. Ensures compliance with all State and Federal laws, State Department of Education Rules and Regulations, Atlanta Public Schools Board of Education policies where applicable, and oversees all federal programs that fall under Federal Programs. Advises senior staff on opportunities for strategic plans, execution and implementation for such opportunities. Plans assignments, organizes workflow and coaches staff on best practices to improve efficiency.

#### **MINIMUM REQUIREMENTS**

***EDUCATION:***

- Master's Degree required.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 5 years of supervisory and/or administrative experience with federal funds including a focus on Federal Programs required.
- Experience in program development, assessing effectiveness of acceleration programs and services required.

#### **KNOWLEDGE, SKILLS & ABILITIES**



- Ability to effectively direct, plan, implement and evaluate programs in a school-based environment.
- Strong leadership and interpersonal skills with the ability to effectively build partnerships, lead people and provide direction.
- Knowledge of federal and state accountability systems.
- Ability to interpret policy and procedures.
- Ability to communicate effectively with students, staff and the public from diverse cultural, social, economic, and educational backgrounds.
- Ability to work collaboratively with colleagues and contribute to a diverse workplace through ideas and experience.
- Computer proficiency in Microsoft Suite including Word, Excel, and PowerPoint as well as software applications relevant to area of responsibility.
- Excellent time management skills, project management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.

### **ESSENTIAL DUTIES**

- Provides focus and direction for the District's Federal State Grants Programs and utilization.
- Informs, interprets, and recommends the effects of current and impending federal legislation.
- Plans with professional staff in the utilization of funds available to the schools through the various federal programs.
- Makes routine visits to schools to provide input and give feedback.
- Prepares an annual report for the Board summarizing the Federal and State Programs.
- Conducts staff development on federal laws and procedures for principals, teachers, and other staff as needed.
- Provides staff with professional development opportunities; advises and consults with staff.
- Manages personnel administration duties including hiring, evaluating, assigning special duties, monitoring attendance, travel reports and granting leave.
- Stays current on all guidelines, requirements, and procedures for submitting state and federal projects.
- Provides current reports regarding federal and state projects to the Superintendent, Principals, Board Members, and parents as they become available.
- Coordinates, implements, and supervises the Federal Programs program activities in accordance with the District's Consolidated Application.
- Monitors implementation of projects as outlined in project timelines.
- Updates LEA Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district.
- Attends all federal and state program training institutes as needed or recommended.
- Develops, monitors, and coordinates all federal and state budgets and budgetary reports as well as the filing of these reports on a timely basis with the appropriate granting agencies.
- Participates in the annual budget development activities for state and federal programs.
- Administers budgets and ensure that programs are cost effective and funds are managed prudently.
- Monitors and tracks expenditures of state and federal funded projects for accuracy and compliance.
- Acts as a liaison among Coordinators, Administrators, and other appropriate personnel in the coordination of all state and federal resources to ensure student academic needs are met.
- Obtains and uses evaluative findings, including student achievement data, to examine curriculum and instruction program effectiveness.
- Completes annual application and evaluation program.
- Recommends changes needed to improve the program.
- Evaluates all federal legislation, projects and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.



- Participates in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budgets for federal funding of programs.
- Prepares and submit standard applications for federal funds.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by principal, immediate supervisor and district-level administration.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***