

Union Public Schools Job Description

Position Title: Senior Executive Director of Federal Programs
Department: Various
Reports To: Chief Financial Officer

FLSA Designation: Exempt

SUMMARY: Responsible for the operations of the Department of Grants and Federal Programs. Responsibilities include supervising Grants and Federal Programs office staff; reviewing and controlling expenditures of funds; providing leadership and assisting with the development, implementation, evaluation and audit of grants; developing department procedures; providing grant-related consultative services and technical assistance to District personnel; developing the annual budget for the District Grants and Federal Programs office and assisting with individual grant budgets; and acting as compliance officer for federal and state grant programs including the Elementary and Secondary Education Act (ESEA). Oversees the ASR reporting for state aide, WAVE, data collection, and Office of Civil Rights reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Review and control expenditures of funds managed by the Grants and Federal Programs Office. Liaison with the Division of Finance to establish, maintain and finalize required fiscal procedures as well as monitor program and fiscal aspects as required by the A-133 Single Audit.
- Provides leadership and assist with the development, implementation, evaluation and audit of grants managed by the Grants and Federal Programs office.
- Provides technical assistance as schools develop and implement the Title I school improvement budget through the plan's duration. This may include: instruction, parent involvement and professional development; and assistance in analyzing and revising the school's budget so that resources are more effectively allocated to the activities most likely to increase achievement.
- Develops and administer a systematic procedure for the selection and attainment of federal, state and local grants
- Monitors compliance of all grants received by the District. Provide leadership and assist with changes to fiscal and program components to bring the District into compliance with laws and regulations as they relate to federal, state and local grants.
- Maintains a working knowledge of grant regulations, changes or relevant information including funding allocations, processes, laws and new rules and regulations by reading publications and federal/state guidelines.
- Receives, processes and files reimbursements for higher education for certified staff.
- Maintains lines of communication and provide grant-related consultative services to building and administrative staff.
- Supervises department staff including interviewing, hiring and training employees;
- Acts as the District Residency Appeal Officer.
- Approves and/or denies student transfers.
- Serves on appropriate committees and recommend grant personnel for service on other grant-related committees. Works with various software applications, entering and retrieving data as needed.

- Develops the annual budget for the District Grants and Federal Programs office as well as grant budgets managed by the Grants and Federal Programs office. Assist Project and Grant Coordinators in the development of their respective assigned grants.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the District's policies by supervising the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in educational leadership or related areas and five to seven years of experience in related field.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, memos, policies and procedures manuals, Ability to effectively present information and respond to questions from teachers, administrators, staff and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with teachers, administrators, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate.