



FEDERAL AND INSTRUCTIONAL PROGRAMS ADMINISTRATOR

Position Summary

The Federal and Instructional Program Administrator provides leadership, direction, focus, guidance, and support to Title IA, ID, IIA, IVA, IVB and McKinney-Vento Grant. The Administrator ensures accountability and accuracy of Federal programs; plans, writes and provides budget oversight; documents and monitors programs; ensures compliance with federal and state laws associated with Every Student Succeeds Act (ESSA); provides technical assistance to Title I schools to advance students; ensures schools comply with federal (Title IA, ID, IIA, IVA, IVB) and/or state directives and guidelines; promotes a positive and cooperative working climate for staff; and promotes a student student-centered vision.

Supervisory Relationship

This position reports to a Director of Pre-K-8 Education. The Administrator supervises classified and licensed staff.

Essential Functions

Title IA, ID, IIA, IVA, IVB and McKinney-Vento:

1. Promotes and instills a student-centered vision ensuring all learners have a fair, equal, and significant opportunity to obtain a high-quality education.
2. Oversees and collaborates with Title I Principal/Administrators, Coordinators and staff from the Oregon Department of Education (ODE).
3. Collaborates with the Director of Research and Planning to support data and reporting needs for all Title programs and district improvement plans.
4. Collaborates with other stakeholders to ensure effective implementation of Title IIA funding professional learning.
5. Collaborates with other instructional directors, administrators, Staff Development Specialists, Curriculum TOSAs, and teachers to ensure effective implementation of curriculum in English Language Arts (ELA) and Mathematics.
6. Oversees and manages the new teacher and administrator mentor programs.
7. Oversees and manages start up at newly identified Title I schools.
8. Provides technical assistance and support to Targeted Assistance Schools to become School-Wide Title I programs.
9. Ensures learners achieve and meet proficiency levels as indicated by state standardized testing requirements.
10. Manages Title IA, ID and IIA, IVA, and IVB funding and staffing. Supplements district and school resources to ensure the neediest learners receive a high quality education.
11. Develops plans and collaborations with internal and external stakeholders to promote preventive programs for youth at-risk of dropping out of school.
12. Provides technical assistance to private schools within district boundaries receiving federal Title funds.
13. Coordinates the Homeless, Immigrant, and Migrant Liaison initiatives.

14. Oversees McKinney-Vento program and ensures learners and adolescents in homeless situations have equal access to the free, appropriate public education, as provided to other children and adolescents.
15. Manages Family Resource Centers/Sites and provides a comprehensive link between home and school for all families in order to enhance school involvement and communications.
16. Ensures that our classrooms have highly qualified (HQ) teachers and paraprofessionals, and strives to elevate teacher and principal quality.
17. Uses funds to provide research-based professional development for teachers and principals and holds the district and schools accountable for improvements in student academic performance. Manages funding to supplement district and school resources.

Plans and Reports:

18. Writes and submits plans and reports for Title IA, ID and IIA, IVA, and IVB to the Oregon Department of Education (ODE).
19. Diagnoses strengths and weaknesses of federal programs and grants, and utilizes such information to bring about change and improvements.
20. Initiates and maintains effective liaisons with other school districts, state and federal departments of education, and professional associations to keep abreast of developments in assigned areas of responsibility.

Summer Activities:

21. Coordinates the Federally Funded summer programs:
 1. Title I Summer Literacy Camp
 2. Kids In Transition to School - KITS

Other Duties Associated with this Position:

22. Remains aware of federal and/or state program compliance requirements and takes action to support schools in continually meeting those requirements.
23. Participates in professional organizations, workshops and staff development activities and applies learned knowledge to the job; accepts new challenges in a professional manner.
24. Reports to his/her immediate supervisor the status of Title programs and changes in rules and/or federal or state regulations.
25. Collaborates in developing grants, including providing data, needs surveys, etc. for acquiring new opportunities to meet district needs.
26. Models non-discriminatory practices in all activities.
27. Participates in curriculum development and other committees as assigned.
28. Supervises and evaluates assigned personnel.
29. Supports implementation and expectations of Common Core State Standards as they relate to mathematics and English language arts.
30. Performs other related duties as assigned by supervisor.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally and in writing, with a diverse population.
2. Ability to understand and interpret complex legal language and other written materials.

3. Ability to administer grants.
4. Demonstrated writing skills.
5. Ability to speak well in public, make presentations to a broad range of stakeholders and lead high quality professional learning opportunities.
6. Ability to learn and understand relatively complex laws, rules, principles and techniques and to make independent judgments and decisions.
7. Ability to prepare and manage budgets required.
8. Demonstrated ability to supervise staff.

Minimum Qualifications

Education

- Master’s Degree in Education or related field
- Valid Administrator License (issued by the Oregon Teacher Standards and Practices Commission).

Experience

- At least 5 years of successful experience in teaching and school administration.
- At least three years of successful experience in the areas of data analysis, assessment, curriculum and school improvement planning.
- At least 3 years experience working with federal programs supporting historically underserved students.
- Strong understanding of multi-tiered systems of support
- Knowledge of instructional classroom strategies, student academic assessment, remediation activities/strategies, intervention, and/or tutorial programs leadership qualities to provide professional development.
- Knowledge of the school improvement process.
- Strong communication and writing skills.
- Must have proven ability to establish and maintain effective working relationships with students, parents/guardians.
- Knowledge of budget development and monitoring required.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

The successful applicant will work in a fast-paced office environment and in schools; may be required to work evenings, overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 12
Developed by	Jeff Johnson – Federal Programs Administrator
Reviewed by	Dr. Brooke Wagner – Director Elementary Education
Approved by	Dr. Charis McGaughy – Assistant Superintendent of Instruction
Last revised	May 13, 2019

This job description in no way states or implies that duties above are the only duties to be performed by this position. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent and the Assistant Superintendent for Instruction.