

Dade County Schools is now accepting applications for the Director of Federal Programs. All applications shall be completed online at the following link by March 25, 2022: <https://dadecs.jotform.com/220684433758968>.

All internal applicants shall email a resume with a cover letter and include a copy of your GA Professional Certificate to dadegaboe@dadecs.org by March 25, 2022.

Director of Federal Programs

Minimum Requirements: Valid Leadership Certification in Administration and Supervision; a Master's degree or higher is required; a minimum of five years' acceptable school experience. Ability to effectively communicate with students, staff, parents, and the public

Performance Responsibilities: Skills in working effectively with people; effective writing and speaking skills; knowledge of curriculum and organization development, content, change, and instructional administration and supervision; and ability to interpret research for the improvement of the instructional program.

Federal Programs Director:

- Collaborates with all building level administrators to ensure financial resources and expenditures are utilized for maximum effectiveness
- Works effectively with federal agencies and other state-level systems to guarantee compliance and that financial spending and budgets are observed
- Allocates resources from all federal programs appropriately
- Identifies best practices within content areas and develops practical means for transfer at a pragmatic level
- Keeps the most current list of written procedures for Title I
- Keeps an up-to-date list of Title I Inventory with required elements
- Attend assigned conferences related to federal programs, including those with the Georgia Department of Education
- Works with State personnel to coordinate monitoring of state programs
- Works internally to collaborate in preparation for a successful monitoring outcome
- Prepares/coordinates the development of the CLIP and Title programs plans and budgets.
- Collaborates with the finance department on a regular basis to monitor drawdowns, allowable expenditures, and paid Title I staff
- Reviews expenditures and monitors reasonableness provisions of federal programs.
- Works with or as the Parent Engagement Coordinator to ensure that scientifically research-based best practices for instruction and parental involvement are implemented correctly
- Identifies financial needs for Dade County Schools and implementation of staff resources for identified needs
- Communicates grant opportunities that will enhance programs for schools and other areas of responsibility

- Attends selected Board meetings, professional meetings, and community forums as needed (This includes LEA Monitoring Trainings)
- Works effectively with the district staff to ensure a team approach to achieving results
- Works with local schools to implement financial resources for school improvement plans
- Keeps abreast of developments and innovations in the profession and ensures staff members remain current
- Coordinates the accreditation process system-wide
- Assists administrators in developing, implementing, monitoring, and evaluating the instructional program as related to federal programs
- Serves as a positive ambassador for Dade County Schools to all stakeholders
- Follows federal and state laws, as well as Board Policies and procedures
- Performs other duties as assigned by the Superintendent
- Works with state and internal personnel in preparation for monitoring and coordinates system review
- Assists the administration to lead school improvement efforts
- Assists the administration in coordinating the creation and maintenance of an effective learning community to support teachers and student learning
- Assists the administrative team in monitoring the balanced scorecard
- Works in resolving conflict with staff, parents, and community leaders
- Oversees student information, registration, and data collection
- Oversees English to Speakers of Other Languages (ESOL)