



# DIRECTOR OF FEDERAL PROGRAMS AND RESOURCE DEVELOPMENT

## SUMMARY/SCOPE/GOAL

To provide leadership for the district's identified federal programs (Ex. Title I, II, IV, ESSR, 21<sup>st</sup> Century Community Learning Centers, Headstart, Unisig) to oversee budgets and federal grant reporting requirements. To facilitate collaborative planning, implementation, and monitoring of programs and resources for alignment with the district's strategic goals.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree from an accredited educational institution.

#### PREFERRED/DESIRED:

- Professional experience in Federal Grants Management.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certification in Educational Leadership, Administration, and Supervision or Administration by the State of Florida.
- Valid Florida Driver's License.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Exercise facilitative and proactive leadership in ensuring that federal, state, and local resources are promoting the vision and mission of the District.
2. Work with interdepartmental representatives to ensure that federal, state, and local resources are utilized to support increased student achievement for all students.
3. Monitor the program implementation and fiscal aspects of the ESEA/ESSA programs, as well as related grants, for federal and state compliance.
4. Direct the development of project applications, applicable budgets, and amendments for grant programs.
5. Direct staff in the development of competitive grants for District departments and schools.
6. Collaborate with other departments to maximize resources with the goal of improving program and student outcomes.
7. Development and submission of all necessary reports and records for grant programs to ensure specified timelines are met.
8. Assist schools in the development of federal budgets to ensure coordination of resources.
9. Supervise the tracking of grant funding related to school allocations and budgets.
10. Supervise department and school expenditures to ensure compliance with federal and state requirements.
11. Collaborate with district and school personnel to conduct continuous program review, monitoring, and evaluation of grant programs.

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12. Conduct and facilitate data analysis, research, and program evaluation to support decision making at the classroom, school, and district levels.
13. Analyze the performance of educational programs and student achievement data to support the strategic use of data to drive instructional and administrative decisions within the district.
14. Consult with non-public and charter schools to provide equitable services under federal programs.
15. Direct the non-public school consultative requirements for the federal programs.
16. Assist appropriate school personnel in resolving issues related to grant funding.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Extensive knowledge of the current requirements of state and federal grant programs; ability to plan, implement, and evaluate the impact of grant funding and resources; ability to monitor and interpret assessment data to align resources to support increased student achievement; ability to coordinate with state leadership to ensure compliance; ability to work effectively on a team and with school and district leaders. Demonstrate competencies and skills in technical writing, oral communication, and in successful implementation of professional development.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county occasionally.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Curriculum	<b>DEPARTMENT:</b>	Curriculum
<b>TITLE CODE:</b>	D0215	<b>CONTENT BY:</b>	Curriculum and Instruction
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Director – Professional Standards and Labor Relations
<b>LAST BOARD APVD:</b>	10/24/2023	<b>CLASSIFICATION:</b>	Assistant Superintendent – Human Resources
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/13/22	Developed	Direct, Elementary Programs
1.1	10/24/23	Board Approved	Board

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*