

**South Tippah School District  
Federal Programs Director  
Job Description**

**Qualifications:**

Mississippi Administrator Certification

**Reports To:**

Deputy Superintendent

**Job Goal:**

To use federal funding opportunities to as great advantage as possible to benefit educational excellence within the school district.

**Performance Responsibilities:**

1. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of students and staff within the school district.
2. Informs, interprets, and recommends to the Superintendent the effects of current and impending federal legislation and state regulation and prepares reports for the Superintendent as may be needed to keep the Board abreast of federal and state trends.
3. Assists the Superintendent and appropriate professional staff in planning for the effective and efficient use of funds available to the schools through various federal programs.
4. Obtains information, data, and application forms necessary to fulfill the requirements of application for funds necessary to the development of educational programs and opportunities within the district.
5. Considers and evaluates all requests from school personnel for projects and programs requiring federal funds.
6. Assumes full responsibility for writing all proposals and filing all applications in a timely manner to meet all state and/or federal timelines.
7. Complies and maintains necessary written records and all other such data as may be required, and prepares all reports required for evaluating use of federal funds and determining their effectiveness in meeting stated district goals.
8. Remains at all times up-to-date on changing laws and requirements at the federal and state level as they affect the management and operation of the district.
9. Assumes all other duties and responsibilities assigned by the Superintendent.

**Terms of Employment:**

Salary and work year are determined by the Board.

**Evaluation:**

Superintendent

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_