

**Roswell Independent School District  
Job Description**

**Job Title: DIRECTOR OF FEDERAL PROGRAMS**

**Reports To: ASSISTANT SUPERINTENDENT OF INSTRUCTION**

**General Job Description:**

To perform such duties as delegated by the Assistant Superintendent of Instruction. He/she will coordinate the Federal programs in cooperation with the principals and staff. He/she will ensure that all programs are in compliance with state and federal guidelines.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Demonstrate knowledge of Federal Programs allowable costs and budget allocations procedures.
12. Prepare basic budget and carryover budget for all Federal programs including Title I, Title II, K-e Plus, Pre-K, Carl Perkins, NM Reads to Lead, and Migrant grants.
13. Do staff projections for all Federal programs.
14. Assist in employment and supervision of all Federal staff.
15. Coordinate all Federal programs in the Roswell Independent School District.
16. Be responsible for all applications and evaluation of programs.
17. Coordinate advisory committees for Federal programs on a needs basis.
18. Plan and coordinate staff development for Federal personnel in cooperation with the Assistant Superintendent of Instruction.
19. Remain current on changing laws and requirements regarding all Federal programs.
20. Assist the Assistant Superintendent of Instruction with the district's EPSS and with individual schools' EPSS.
21. Be responsible for all reports and other paperwork as may be required.
22. Comply with audit requirements for all Federal programs.
23. Deal with information that is confidential regarding personnel and labor relations issues.
24. Design and monitor the district attendance program including NM Compulsory Attendance Laws and Truancy Orientation.

**Additional Duties and Responsibilities:**

Perform any other duties as assigned by the Assistant Superintendent of Instruction.

**Qualifications:**

1. Master's degree.
2. Current New Mexico Administrative license as required by the State of New Mexico.
3. Valid Driver's license and Car Insurance.
4. Three years' experience in public school administration and supervision and/or teaching.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**DIRECTOR OF FEDERAL PROGRAMS (CONT'D)**

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasions.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**