

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Director of Federal Programs
Prepared Date:	7/2/2018
Revised Date:	9/1/2021
Work Year:	220 days
Department:	Learning Services
Reports To:	Assistant Superintendent of Teaching and Learning Services
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Director of Federal Programs is responsible for the overall implementation of federal programs for Pueblo School District 60. Under the direction of the Assistant Superintendent, this employee is responsible for the development, implementation, and evaluation of all federal programs contained in the consolidated application. This employee is also responsible for providing leadership and assisting with the development, implementation, evaluation, and audit of grants as well as providing grant related consultative services and technical assistance to District personnel.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in Education or related field
- Five (5) years of experience in education or related field
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's Degree
- Valid Colorado Teaching License

KNOWLEDGE AND SKILLS:

- Working knowledge of acceptable accounting procedures and Education Department General Administrative Regulations (EDGAR)
- Proficient in spreadsheets such as Excel and/or Google Sheets
- Exceptional knowledge of data-driven instructional practices
- Exceptional knowledge of observation feedback processes and coaching strategies
- Knowledge of adult learning theory and effective professional learning structure and approaches
- Knowledge of content and pedagogy best practices
- Strong understanding of teaching and learning
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Possess leadership, initiative, and student advocacy skills
- Knowledge of Management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Ability to plan programming and ability to establish and manage budgets
- Knowledge and understanding of Common Core and Colorado State Standards, K-12 curriculum, program development and evaluation, child growth and development, effective instructional strategies, classroom management, assessment and diagnosis, and research related to learning
- Knowledge of national, state, and District educational trends and goals

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our

expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Hold responsibility for all federal funds including: Apply for annual funds by completing the Consolidated Application; keep up to date with changing laws and regulations through attendance at meetings and conferences; develop program descriptions and prepare budgets for each program; review and approve purchase requests in line with the Federal Programs budget
- Review and control expenditures of funds managed by the Federal Programs Office. Liaison with the Finance Department to establish, maintain, and finalize required fiscal procedures as well as monitor program and fiscal aspects as required by audits
- Develop, monitor, and coordinate all federal budgets and budgetary reports as well as the filing of these reports on a timely basis with the appropriate granting agencies
- Provide leadership and assist with the development, implementation, evaluation, and audit of grants managed by the Federal Programs office
- Provide technical assistance as schools develop and implement the Title I school improvement plans through the plan's duration. This may include: assistance in analyzing data to identify and address areas of weakness in instruction, parent involvement, and professional development; assistance in identifying and implementing professional development, instructional strategies, and methods of instruction that address the specific areas of the school improvement plans; and assistance in analyzing and revising the school's budget so that resources are more effectively allocated to the activities most likely to increase student achievement
- Write the equity plan required for federal programs
- Advise district personnel concerning the use of Title IIA funds for professional development
- Meet regularly with elementary principals on the operations of all federal programs
- Coordinate reporting with the District Homeless Liaison
- Monitor the Title I parent involvement in each Title I school to ensure compliance with the parent involvement section of the federal law
- Monitor compliance of all federal grants received by the district. Provide leadership and assist with changes to fiscal and program components to bring the District into compliance with laws and regulations as they relate to federal, state, and local grants
- Maintain a working knowledge of grant regulations, changes, or relevant information including funding allocations, processes, laws, and new rules and regulations by reading publications and federal/state guidelines
- Maintain lines of communication and provide grant-related consultative services to building and administrative staff

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Assistant Superintendent of Teaching and Learning Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.