



PURPOSE:

- The primary functions of this position are to administer (plan, organize, coordinate and evaluate) the utilization of state and federal funding opportunities to benefit the educational excellence of Eagle Point School District 9. The Administrator will be responsible for assuring the district is adhering to policies and guidelines set forth by federal, state and local agencies.

REPORTS TO:

- Director of Teaching and Learning & Special Services

QUALIFICATIONS:

- Knowledge of and ability to interpret local, state, and federal legislation, regulations, policies, and rules governing public school funding
- Ability to develop and implement grant funding processes
- Ability to competently direct staff in effective facilitation of English Language Learner ELL services
- Three years related work experience in writing and managing grants preferred
- Five years of experience in educational position preferred
- Administrative Licensure through TSPC
- Hold a valid state-issued driver's license

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Plans for and develops program plans and budgets for grant funded state and federal programs
- Directs the implementation and management of state and federal programs/grants in compliance with federal and state laws, regulations and District policy including all activities that directly affect students, staff, and patrons of the programs.
- Administers and manages Federal Title funding processes across the District
- Directs the monitoring and evaluation of legislative and legal issues that relate to state and federal programs
- Monitors district and building level implementation of state/federal grants, to ensure compliance with state and federal programs
- Coordinates and manages English Language Learner programming across the District
- Develop structure and coordinate communication with state, regional and local stakeholders
- Assist with development and execution of the District's state and federal funding budget
- Develop and maintain policies and procedures related to grant funding, and implementation of ELL services districtwide
- Ability and skill to communicate effectively both orally and in writing and maintain effective working relationships with employees and the general public
- Ability to organize high volume of detailed work and record-keeping and consistently meet deadlines
- Ability to maintain confidentiality
- Effective in presenting state and federal program information and response to questions from employees, various outside organizations, and the general public
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Build mutual trust, respect, and cooperation within the District
- Develop measurements to assess the effectiveness of state and federal programs
- Title and ELL reporting to ODE or agency
- Perform other duties as assigned



PHYSICAL REQUIREMENTS:

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to stand, walk and bend on frequent basis
- Requires prolonged sitting or standing
- Ability to be on feet for extended period of time
- Requires some travel

Rate of Pay:

According to Administrator Salary Schedule