



GREENVILLE PUBLIC SCHOOL DISTRICT
P.O. Box 1619
Greenville, MS 38701
(662) 334-7000

VACANCY ANNOUNCEMENT

Director of Federal and State Programs

QUALIFICATIONS:

- Minimum of AA certification in Administration.
- Three years of experience as a teacher, administrator, or supervisor.

JOB GOAL:

To utilize federal funding to the greatest advantage for providing quality educational opportunities to all students.

RESPONSIBILITIES:

- Compiles and completes the Civil Rights report and supplies copies to the appropriate personnel.
- Secures approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs.
- Informs the principal and Superintendent of the efforts of current and impending federal legislation.
- Attends meetings as assigned by the Superintendent and State Education officials pertaining to federal programs.
- Assures coordination between federally funded staff, regular staff, and parents in planning and implementing programs.
- Plans and implements a public information program for parents, teachers, administration, and the general public.
- Provides leadership in establishing local and district parental involvement efforts.
- Works with teachers, principals, and other persons involved in carrying out the objectives of federally funded programs.
- Makes periodic and regular site visits to classrooms for purposes of program evaluation and needs assessment of Federal and special projects.
- Directs the planning of education activities and support services for district-wide federal programs.
- Assumes the responsibilities for writing all proposals and the filing of all Consolidated Federal Programs applications.
- Serves as liaison between the Superintendent of Education and the State Department of Education in meeting the requirements for receiving federal funds that are available to schools.
- Obtains information, data, and application forms necessary to fulfill the requirements of the Federal Programs Application.
- Secures approval from the Superintendent and Board of Education before submitting final proposal for federally funded programs.
- Conducts surveys necessary to implement Federal and special projects.

- Remains up to date on laws and requirements regarding federal funds available to the schools.
- Compiles and maintains written records and reports on all federal projects and disseminates this information, as appropriate to the school, the state agency lay groups, and the U.S. Office of Education.
- Maintains an inventory of all equipment and materials purchased with federal funds.
- Obtains grants for Extended School Year.
- Prepares necessary budget instruments for securing and expending funds for project implementation, including making necessary amendments and reports.
- Approves all expenditures of project funds via purchase orders.
- Supervises and evaluates Federal Programs personnel.
- Prepares, administers, and supervises the budget and expenditures for all approved federal programs.
- Reports regularly to the principal and Superintendent on the progress of the tutorial and remediation efforts.
- Performs other responsibilities as designated by the Superintendent, the Deputy Superintendent, and the designee of the Superintendent.

NOTICE/CLOSING DATE:

Applications will be accepted until March 4, 2021. Applicants selected for an interview will be contacted.

APPLICATION:

Applicants should complete an application online at www.gvillepublicschoolsdistrict.com.

As required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Greenville Public School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin or veteran status.