

## Griffin-Spalding County School System

<b>Title: Director of Federal Programs</b> <b>Job Class Code: 646</b>  <b>Job Details: 230 days/Exempt/Full-Time</b>  <b>Updated: 09/15/2025 Reviewed: 09/12/2025</b>	<b>Category: Administration</b>  <b>Reports To: Executive Director of Teacher and Leader Effectiveness</b>  <b>Salary Schedule: Administrative; Pay Grade: AS-44</b> <b>Salary Range: \$82,816-\$143,928</b>
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### **JOB SUMMARY**

The director provides leadership, direction, and guidance to all schools in a systematic effort to design and implement a coherent and sustained system of support through Title programs as well as a process for continuous school improvement. The director plans, executes, monitors, and evaluates all aspects of Title programs.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Administers, monitors, and evaluates Title formula grants (Title I-A, Improving The Academic Achievement of the Disadvantaged; Title I-A, Neglected & Delinquent; Title I-A, School Improvement; Title II-A, Improving Teacher Quality), Title block grants (Title IV-A, Student Support and Academic Enrichment Grants), and Title competitive grants, when applicable.
- Responsible for overseeing the Title programs' priorities, activities, and plans with program leadership to ensure program efficiency, accountability, and alignment with the district's goals and school improvement plans
- Organizes, leads, and monitors systemic efforts for compliance in the Title programs, including Parent and Family Engagement, Neglected and Delinquent Institutions, and Private Schools.
- Manages the Georgia Consolidated Application for Title programs, including all planning, budget, and audit requirements
- Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring
- Provides financial support and expenditure controls in accordance with established federal, state, and local policies
- Ensures expenditures supplement, not supplant, non-federal sources used for the education of participating children
- Establishes procedures for and implements internal control cost principles in compliance with federal guidelines to ensure that costs are reasonable, necessary, allocable, and allowable for program implementation
- Develops processes and procedures to implement federal, state, and local regulations effectively.
- Establishes procedures for internal controls that comply with federal guidelines for program implementation, monitoring, and evaluation
- Establishes procedures and guidelines for student eligibility and service for applicable Title programs
- Ensures that property management standards are followed
- Leads the planning team in the formulation and development of the Comprehensive Local Education Agency Improvement Plan (CLIP)
- Oversees the implementation of the district equity action plan and equity interventions selected for improvement as part of the CLIP development and evaluation
- Coordinates services between Title grants and other available funding sources within the system
- Oversees the development and implementation of comprehensive program plans
- Ensures all plan goals and objectives meet guidelines and support the academic needs of students in the district
- Assists with program planning and evaluation activities to improve the efficiency and effectiveness of Title programs and initiatives

- Facilitates program planning and data interpretation to support the development of programs to correct deficiencies and close achievement gaps
- Develops and monitors budget recommendations
- Validates the efficient use of funds and evaluates the effectiveness of federal program plans according to federal requirements
- Provides leadership and support that ensures compliance with federal and state regulations as well as local policies and procedures
- Provides program expertise and technical assistance to local schools and district personnel
- Collaborates and networks with colleagues and other agencies to ensure the implementation of program goals and guidelines
- Provides training, monitoring, and approvals for all budget requirements and expenditures for Title funds to maximize federal funding
- Provides technical assistance to schools in planning and implementing effective family engagement practices and all Title I parental involvement requirements
- Provides guidance and technical assistance to schools in developing, revising, implementing, and coordinating targeted assistance, school-wide, and school improvement plans
- Provides support to schools identified as Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) Schools, including implementing required actions
- Reviews the effectiveness of intervention programs for students across the district through the comprehensive planning process to improve the quality of educational services offered to students
- Supports leaders and schools with Title instructional programs to focus on continuous achievement for all students and closing the achievement gap
- Ensures schools are meeting the intent and purpose of each consolidated grant
- Ensures that professional development opportunities are based on research or evidence of program success, resulting in increased student achievement
- Interprets federal and state regulations and provides training and guidance to district staff on program implementation
- Prepares and presents reports for the Board, staff, or other agencies as requested
- Completes all required reports for internal and external agencies on a timely basis
- Presents on Title programs for parents, school staff, and outside agencies as needed
- Acts as a liaison among coordinators, administrators, and other appropriate personnel in the coordination of all state and federal resources to support student academic needs
- Remains current on laws and requirements regarding each program
- Participates in training provided by the Georgia Department of Education to receive compliance and program updates on state and federal requirements
- Conducts performance management evaluations of centrally based Title staff
- Selects and hires personnel for centrally based Title-funded positions
- Provides supervision, support, and leadership development for Title department personnel
- Maintains prompt and regular attendance, as physical presence on the job site is required.

### **SUPERVISES**

- Federal Programs Staff

### **MINIMUM QUALIFICATIONS**

- Master's degree in education or related field
- Experience coordinating and managing complex government financial programs
- Three (3) years supervisory and/or administrative leadership experience

### **PREFERRED QUALIFICATIONS**

- Master's degree in education
- Leadership Certification

- Candidates with certification in leadership issued by the Georgia Professional Standards Commission will be issued a certified employment contract.
- Experience working with federal grants

### **COMPETENCIES NECESSARY TO DO THE JOB**

- Strong decision-making and organizational skills
- Ability to establish and maintain productive working relationships through interpersonal skills with internal and external stakeholders in a professional, cooperative, and flexible manner
- Ability to work well with a diverse population of students, staff, and administrators
- Ability to apply critical and analytical thinking skills in rendering appropriate solutions and making recommendations on various issues
- Ability to manage financial, material, and human resources effectively
- Ability to develop, implement, monitor, and evaluate program goals and initiatives
- Ability to successfully manage and prioritize multiple tasks, projects, and responsibilities
- Ability to interpret and enforce federal laws, state rules, and local policies
- Skilled in leading groups in the effective use of data to inform instruction
- Excellent verbal and written communication skills
- High integrity, excellent character, and a sound professional reputation
- Ability to maintain emotional control under stress
- Ability to be regular, predictable, and reliable at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

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Griffin-Spalding County School System does not discriminate based on race, color, religion, national origin, age, disability, or sex in its employment practices, student programs, and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.