

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Assistant Director of Federal Projects  
Title Funded

**Department:** Instruction

**Date Reviewed:** July 2022

**Reports To:** Director of Federal Projects

**Grade:** 502

**Calendar:** 12 Month

**Purpose of Job**

Provide leadership for the facilitation and coordination of federal programs associated with the Every Student Succeeds Act in the Clarksville-Montgomery County School System.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Maintain federal records, inventories, and expenditures. Coordinate and evaluate federal programs as related to student achievement.

Provide technical assistance to Title I and Title II schools, as well as Title I, II, III, IV, and Consolidated Administration to district personnel.

Facilitates the annual meeting with school administrators regarding Title procedures and program requirements.

Manages and tracks the parent and family engagement requirements for Title I schools including school/parent compacts, annual Title I meetings, budget allocation meetings, etc...

Monitor compliance with federal policies and federal laws.

Maintain records/expenditures for Title I-A, Title I-A, Neglected, Title II-A, Title III, Title IV-A, and Consolidated Administration.

Prepares/Manages Every Student Succeeds Act Consolidated Funding Application.

Provide technical assistance to Non-Public Schools receiving federal funds.

Provides direct support and oversight of Oak Plains Academy to manage the use of Title I-A Neglected funds.

Communicates consistently with multiple departments to ensure processes are managed efficiently.

Sustains communication with non-public school administrators to ensure supports are in place to manage Title I, II, III, and IV funds effectively. Hosts annual consultation meetings and ensures required documentation is received.

Serves as a member of the Senior Instructional Team, and the level and curriculum director team.

Participate in professional organizations, workshops, and staff development activities and applies knowledge to the job; accept new challenges professionally.

Reports to the immediate supervisor about the status of programs, and changes in rules and regulations.

Reports to immediate supervisor program and budget recommendations concerning the area of responsibility.

Supervises and evaluates assigned personnel.

### **Additional Job Functions**

Instructional Team Member

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's Degree – Administration/Supervision Certificate

### **Knowledge of Job**

Knowledge of federal programs' rules and regulations for Title I-A, Title I-D, Title II-A, Title II-D, Title III-A, Title IV-A, Title V-A, and Title VI-B Subpart 2.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**