

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of State and Federal Programs	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 240 DAYS	

## **GENERAL RESPONSIBILITIES**

To implement and carry out Board policy, District, State and Federal procedures and the directives of the Superintendent to support instruction and school operations.

## **DUTIES & EXPECTATIONS**

1. Coordinate and evaluate the following instructional programs and/or grants:
  - Carl Perkins
  - Quality Schools and Learning Opportunities
  - ESSA Programs
  - Migrant Education, Indian Education
  - ESL Programs, coordination and assessment
  - Other Federal Grants
1. Create and sustain meaningful implementation of supporting grant programs.
2. Evaluate classified and certified staff under direct supervision.
3. Make appropriate reports to Superintendent, Board, State and Federal government on grants and/or programs under direct supervision.
4. Develop and submit grant proposals as needed.
5. Monitor reports from site administrators as needed for grant/program evaluation.
6. Migrant student identification, recruitment and record keeping
7. Low-income identification and record keeping
8. Travel to river schools in need of grant implementation support.
9. Staffing issues as they pertain to grant/program budgets.
10. Grant writing and recording keeping of grants
11. Other duties as assigned by the Superintendent.

## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

## **PRIMARY WORKING CONTACTS**

Administrators, teachers, and district office staff.

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## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent.  
Supervises department support staff.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Some travel required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

**Education:** Masters degree and a current Alaska Type B Administrative certification

### **Experience:**

At least five years successful administrative experience preferred. Homeschool background and knowledge of state-wide correspondence schools preferred.

### **Knowledge, Skills and Abilities:**

Working knowledge of:

- State regulations
- Federal regulations
- Board policies
- District policies and procedures
- Budgetary procedures
- Reporting procedures