

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: FEDERAL PROGRAM  
CURRICULUM AND  
TECHNOLOGY DIRECTOR

ADOPTED: February 21, 2011

REVISED: February 19, 2018

<p><i>Position Goal</i></p>	<p style="text-align: center;"><b>404.1. FEDERAL PROGRAM CURRICULUM AND TECHNOLOGY DIRECTOR</b></p> <p>The Director of Federal Programs provides the leadership and coordination of a Schoolwide Title 1 program. The Director leads the effort to coordinate federal, state and local resources and services to ensure all students meet core standards and utilize federal funding opportunities to the greatest possible advantage to benefit the education of the districts programs, facilities, and personnel.</p> <p><u>Essential Duties &amp; Responsibilities</u></p> <ol style="list-style-type: none"> <li>1. Oversees compilation of Consolidated Federal Programs Application and develops a wide variety of complex written materials. (Comprehensive Plan, Schoolwide Plan, budgets, grant opportunities, reports, policies, etc.) for the purpose of documenting activities, meeting compliance requirements and achieving district objectives in cooperation with the Superintendent.</li> <li>2. Monitors fund balances of all federal programs and related financial activity for the purpose of ensuring that expenses are within budget limits and fiscal practices are followed in cooperation with the business manager.</li> <li>3. Participates in meetings, workshops and seminars as a presenter, facilitator or attendee for the purpose of conveying or gathering information required to carry out district goals.</li> <li>4. Collaborates with a variety of internal and external stakeholders (parents, district personnel, community members, non-public personnel, representatives of outside agencies, etc.) for the purpose of developing, implementing, evaluating and maintaining services and programs.</li> <li>5. Compiles data from a wide variety of sources (e.g. PVAAS, PSSA, Keystones, NWEA, Dibels, Study Island, IRLA, and eSpark) and conducts data meetings in cooperation with the principal, with teachers for the purpose of developing and evaluating the growth and success of school wide program goals.</li> <li>6. Coordinates the implementation of multi-tiered RTII practices in cooperation with the Dean of Students for Learning Support, through continuous progress monitoring and data-analysis driving supportive practices toward increasing student’s academic achievement.</li> </ol>
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7. Collaboratively leads the vision for the district in technology integration within the curriculum. Oversees the implementation of 1:1 technology initiative in assisting both teacher and student use of technology to support teaching and learning.
8. Actively trouble shoot individual and network issues, maintain network infrastructures, plan future upgrades and maintains network security.
9. Be able to access and use a variety of online data and information entry programs as required and used by State and Federal Agencies.
10. Develop job-embedded targeted staff development, in cooperation with administration to model and train teachers to effectively integrate technology, transform student learning and implement innovative instructional strategies within their instruction.

Responsibilities:

1. Hold responsibility for all Federal funds [Title I (Basic ARRA), Title IIA and Academic Achievement Awards} including:
  - a. Apply for annual funds by completing the Consolidated Application on the E-grants system;
  - b. Keep up to date with changing laws and guidelines through attendance at meetings and conferences;
  - c. Develop program descriptions and prepare budgets for each program;
  - d. Maintain records and documentation of expenditures for annual audit review and triannual compliance monitoring review by the Pennsylvania Department of Education;
  - e. Review and approve purchase requests in line with the Federal Programs budget.
  - f. Revise budgets as needed;
  - g. Apply for Title I Waivers, as necessary.
2. Ensure the compliant operation of Title I in the non-public schools to include:
  - a. Timely and meaningful consultation meetings with the non-public school representatives;
  - b. Generate a contract with the outside agency involved in providing service to the non-public school;
  - c. Communicate with outside agency involved in providing service to the non-public school.
3. Coordinate the technology department to maintain a current inventory of equipment purchased with Title 1 funds.
4. Maintain student assessment records to comply with submission of the Title I Annual Performance Report.
5. Write the Equity Plan required for Federal Programs.
6. Assist in planning district professional development programs.
7. Advise district administration concerning the use of Title IIA funds for professional development.

8. Maintain the Federal Programs website.
9. Meet regularly with the Principal on the operations of all federal programs and the literacy program.
10. Collaborate with building principal to complete the observation/evaluation process for Title I and reading personnel.
11. Communicate with the Pennsylvania Department of Education concerning the proper administration of Federal funds.
12. Coordinate reporting with the District Homeless Liaison and Support.
13. Collaborate with the District Reading Coordinator or principal to:
  - a. Monitor and meet regularly with Title I Reading Specialists;
  - b. Organize and conduct meetings with the Title I Parent Advisory Council;
  - c. Assist reading teachers in planning and preparing progress reports to parents;
  - d. Plan, coordinate and operate the Title I reading and writing programs supplemental to the school day.
  - e. Maintain records and report on District transition process.
14. Other responsibilities as assigned by the Superintendent of Schools.

ADDITIONAL RESPONSIBILITIES

1. Monitor the Title I parent involvement in each Title I school to ensure compliance with the Parent Involvement section of the federal law.
2. Maintain contact with parents through surveys, letters, emails, phone calls and meetings.
3. Follow up on projects for continued funding in the area of Federal funds.

COGNITIVE ABILITIES

1. Ability to establish and maintain productive working relationships with staff, business associates and general community.
2. Ability to work on multiple tasks and prioritize appropriately.
3. Ability to recognize area of concern relating to elementary education issues and propose or recommend appropriate solutions in problems.
4. Ability to communicate effectively.
5. Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

PROFESSIONAL QUALIFICATIONS

Requirements for the position include:

- At least five years' experience as a classroom teacher.
- Master Degree or Higher in one of the following areas Curriculum, Instruction, Technology and or Supervision

- Experience as a reading specialist helpful.
- Demonstrated knowledge and application of effective education principles, practices and trends.
- Ability to perform the above responsibilities at a high level.

REPORTS TO

Superintendent of Schools.

POSITION REQUIREMENTS

Physical Demands:

- Occasional travel.
- Occasional traversing throughout building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items – up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Terms of Employment

Ten month position with Stipulations.

Evaluation

Performance will be evaluated by the Superintendent on the basis of this job description and in accordance with the provisions of Policy on Evaluation of Non Instructional Personnel, as amended.

(Formerly 404.1 Instructional/Technology Coach Job Description)