

Smith County Board of Education

Job Description

Curriculum and Instruction

Supervisor – Federal Programs

JOB SUMMARY

To use federal funding opportunities to the greatest benefit for the system's educational programs, facilities, and personnel

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement
- Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree

PHYSICAL DEMANDS: This job may require lifting of objects that exceed 10 lbs., Other physical demands that may be required are as follows:

- reaching
- talking
- hearing
- seeing

ESSENTIAL FUNCTION/JOB DUTIES

- Use federal funding opportunities to the greatest benefit for the system's educational programs, facilities, and personnel
- Assume responsibilities for writing all proposals and filing all applications;
- Evaluate all federally funded projects
- Prepare project updates, amendments, and addendums and submit them to the proper agencies
- Supervise the implementation of the needs assessments and projects
- Assist in securing bids when needed
- Monitor and keep in close contact with those who are involved in the projects
- Cooperate with community agencies that are involved in the projects
- Help plan and assist in methods of involving parents
- Plan for the implementation of the evaluation design for a given project
- Prepare the evaluation form for the state agencies
- Prepare and maintain records, reports and inventories necessary for local/state regulations
- Prepare and administer the budget and see that projects operate within funded budgets
- Adapts to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
- Adapts to accepting responsibility for the direction, control, or planning of an activity
- Adapts to dealing with people beyond giving and receiving instruction

- Adapts to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
- Perform other duties as assigned

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.