



Job Description for Director of Accountability

Job Title: Director of Accountability
Professional

Exemption Status/Test: Exempt/

Reports to: Superintendent

Date Revised: May 19, 2015

Dept./School: High School/Middle School

Primary Purpose:

Coordinate the district federal/special programs. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs.

Qualifications:

Education/Certification:

Bachelor's degree

Special Knowledge/Skills:

Knowledge of federal and special program rules and regulations

Ability to interpret data

Strong organizational, communication, and interpersonal skills

Experience:

1 year experience in federal program management

Major Responsibilities and Duties:

Program Management

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district and make recommendations regarding participation.
2. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs including preparing and submitting standard applications for federal funds to Texas Education Agency (TEA).
3. Serve as liaison between school and other agencies on joint projects that are federally funded.
4. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
5. Advise superintendent or designated administrator of the financial and administrative impact on the district of current and impending legislation.

Job Description –Director of Special Programs

6. Develop and implement a continuing evaluation of federal/special programs and implement changes based on the findings.
7. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

8. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to TEA.
9. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____