

## George County School District

APPROVED

MAY 05 2026



G C SCHOOL BOARD

### Job Title: **Director of Federal Programs**

#### Job Purpose

- Provide leadership in the planning, development, organization, and implementation of policies, regulations, guidelines, and procedures related to federal programs
- Oversee the strategic administration, fiscal management, and compliance of all federally funded programs to support student achievement and close achievement gaps
- Ensure federal funds are utilized effectively to supplement instructional programs and provide equitable educational opportunities
- Serve as the primary liaison between the district and the Mississippi Department of Education regarding federal program requirements, monitoring, and audits

#### Knowledge, Skills, and Abilities

- **Leadership:** Knowledge of best practices in administration, program evaluation, and staff supervision
- **Regulatory Expertise:** Knowledge of federal laws and guidelines (ESEA/ESSA, EDGAR) and state requirements for federal programs
- **Fiscal Management:** Ability to develop, manage, and monitor federal budgets in compliance with funding guidelines
- **Data Analysis:** Ability to interpret data, conduct needs assessments, and develop action plans to improve student outcomes
- **Strategic Planning:** Ability to develop and implement district and school improvement plans aligned with federal program goals
- **Communication Skills:** Effective verbal and written communication skills, including technical writing for grants and reports
- **Collaboration:** Ability to establish and maintain effective working relationships with administrators, staff, parents, and community stakeholders
- **Organizational Skills:** Ability to coordinate multiple projects, meet deadlines, and manage competing priorities
- **Technical Skills:** Proficiency in data systems, computer applications, and federal program management platforms
- **Problem-Solving:** Ability to analyze issues and implement effective solutions
- **Professional Growth:** Ability to engage in self-evaluation and continuous improvement

#### Minimum Qualifications

- **Education:** Master's degree in Education, Educational Leadership, or related field required
- **Certification:** Valid Mississippi Administrator License (Endorsements 486, 487, 488, 489, or 494)
- **Experience:** Minimum of five (5) years of experience in education, with at least three (3) years in an administrative or supervisory role; experience with federal programs preferred
- **Clearance:** Must pass background check and child abuse registry check as required by Mississippi law

#### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Develops, implements, and administers federal programs in alignment with district goals and objectives
- Ensures compliance with all federal and state laws, regulations, and program requirements
- Remains current on federal program laws, regulations, and guidance
- Oversees preparation, submission, and amendments of federal grant applications and plans
- Monitors and manages federal program budgets to ensure proper use of funds and adherence to timelines
- Assists with development and updates of district plans, including MCAPS and school improvement plans

- Provides training, guidance, and oversight for federal program expenditures and budget requirements
- Coordinates and monitors programs including, but not limited to, Title I, Title II, Title III, parent and family engagement, and homeless services
- Supports hiring, supervising, and evaluating federal program staff and provides leadership development
- Collaborates with district and school leaders to assess needs, develop action plans, and monitor progress toward improved student performance
- Maintains records and documentation required for audits, monitoring visits, and compliance reviews
- Oversees inventory and tracking of equipment and materials purchased with federal funds
- Ensures compliance with parental involvement and equitable services requirements
- Coordinates and approves professional development funded through federal programs
- Prepares reports and communicates program status to the Superintendent, Board, and state agencies
- Works collaboratively with district leadership on initiatives and improvement efforts
- Travels to meetings, trainings, and required state or federal sessions as needed
- Performs other duties as assigned by the Superintendent
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

**Reports To:** Superintendent

**Supervises:** Federal Programs staff and other assigned personnel

**Terms of Employment:** As Needed

**FLSA Status:** Exempt

**Disclaimer:**

The preceding job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Duties may be modified or assigned as needed by the district.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date