



Job Title: **Director of Student Advocacy and Access**
 Department: **Federal and State Programs**
 Supervisor: **Deputy Superintendent of Student Achievement**
 Lane Placement: **Administrative Lane 7**
 Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS-D**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the general supervision of the Deputy Superintendent for Student Achievement the Federal and State Programs Director is responsible for oversight of Federal and State programs and grants including, but not limited to, the Title I, Alternative Language, Homeless, Migrant and Indian Education Programs.

ESSENTIAL FUNCTIONS

- Supervise and manage federal and state programs as assigned. Develop and facilitate appropriate processes, procedures, timelines, communications, evaluation procedures, etc. to insure the most effective and appropriate application of federal and state programs for Canyons School District students.
- Maintain current knowledge of Title I, Title III and other assigned federal and state programs including requirements, procedures and related literature. Provide information to district, state, and federal programs' staff regarding program requirements, purposes etc.
- Serve as liaison for the district in working with other school districts, state, regional, and federal program staff. May work on state and federal program committees and task forces in member or leadership role.
- Collaborate with other CSD leadership including those in the Office of Curriculum, Learning and Research Based Instruction to identify, facilitate, and provide effective and comprehensive training and personnel development programs for Federal and State Program schools and staff.
- Establish and maintain a positive and effective working relationship with principals, school directors, other district administrators, paraprofessional and education staff, and officials and employees of other jurisdictions such as USOE. Work cooperatively to address needs, concerns, training, etc. related to state and federal programs.
- Evaluate the performance of federal and state program staff. Assist in evaluating federal and state program staff assigned to various schools as requested.
- Monitor and evaluate district compliance with federal and state program requirements (e.g. policies, procedures, regulations, rules, statutes) and report compliance concerns to the Deputy Superintendent for Student Achievement.
- Search for additional revenue sources such as grants and foundations that will support the programs' goals. Complete grant applications or write grants as appropriate to pursue additional federal and state program funding.
- In conjunction with the Deputy Superintendent, make budgetary decisions on federal and state programs and administer grants. Prepare reports as needed on budgeting requirements and anticipated expenditures.
- Collect, compile and submit data for programmatic and fiscal district, state and federal reports. Develop and implement effective, systemic procedures for data collection and compilation. May be required to develop data collection instruments.
- Predictable and reliable attendance.

- Effectively communicate the benefits and purposes of assigned state and federal programs. Promote the programs through positive interaction with the public patrons of the district, district administrators and staff, etc. Communication methods may include oral, written and electronic communications.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Graduation from an accredited college or university with a Master's Degree in Education or closely related field and current Utah Administrative/Supervisory endorsement by July 2009.
- Five years of progressively responsible experience administering district, state and federal programs at a school or district level, including budgetary responsibilities preferred.
- Evidence of successful grant writing experience preferred.
- Five years successful teaching experience.
- Five years successful experience in planning and delivering staff development preferred.
- Knowledge of all aspects of Title I and Title III and the ability to gain knowledge about other federal and state programs as assigned.
- Ability to seek out grant and foundation revenue sources and write grants.
- Ability to develop and/or facilitate appropriate processes, procedures, time lines, communications channels, etc. regarding federal and state programs.
- Excellent skills in written and oral communication.
- Ability to collect and understand information, formulate conclusions, and make verbal and written reports and recommendations related to the duties described above.
- Ability to establish and maintain effective working relations with principals, employees and officials and employees of other jurisdictions (e.g. USOE).

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019