



REVISED: Submitted:
11/15/2023 11/15/2023

JOB TITLE:	DIRECTOR TITLE I/II/IV
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4060
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of Title I/II/IV department and oversees Title I, Title II, and Title IV funding streams which have significant impact on District's programs; plans and implements activities which typically affect more than one organizational department or major activity; maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and provides direction to implement goals, objectives and functions of the organizational unit
- Manages and oversees all Title I/II/IV funding streams designed to support Title I schools, District priorities, goals and strategic plans
- Initiates policy, formulates and recommends program goals and objectives as appropriate
- Develops the operating budget for Title I, II, IV, and assures that all functions operate within the appropriated amounts
- Prepares required and special reports as requested
- Provides effective leadership to implement performance evaluation procedures
- Cooperates with Principals and/or other organizational units to implement common goals and objectives for Title I, II, IV
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Chairs and/or participates on committees and task forces as assigned
- Supervises and evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Master's Degree with Kentucky certification in administration and/or supervision of instruction
- Five (5) years of successful experience related to Title I/II Programming and other federal and/or state programs
- Experience delivering and planning professional learning
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced training in research, development, and evaluation
Principal experience
Experience in a diverse workplace