



Littleton Elementary School District Position Description

TITLE: Director of Student and Family Services

CLASSIFICATION: Exempt

REPORTS TO: Assistant Superintendent

GENERAL STATEMENT OF RESPONSIBILITIES: To utilize federal funding opportunities to as great advantage as possible to benefit the educational excellence of the District's programs, facilities, and personnel.

PRINCIPLE DUTIES: (Essential Duties & Responsibilities)

- Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district
- Assists the Assistant Superintendent and professional staff in planning the wise utilization of funds available to the schools through the various federal programs
- Remains up to date on changing laws and requirements regarding federal funds available to schools
- Makes recommendations for the creation of new special programs based on identified student needs and identified community or governmental resources
- Assumes final responsibility for the writing of all proposals and the filing of all applications for federal monies
- Works with the professional staff in analyzing and evaluating the effect of all federal programs in operation in the District
- Evaluates all federally funded projects in operation on a regular basis
- Disseminates project information, as appropriate, to the staff, Governing Board and the public at large
- Compiles and maintains written records and reports in results of all federal projects, and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the US Office of Education
- Meets with parents of candidates or prospective candidates when parental support or approval is mandated or advisable, or when parents themselves request an interview
- Prepares an annual report summarizing the evaluations of federally funded programs newly completed, the progress of those under way, and the import of those being planned
- Coordinates the English Language Development Program
- Develops/Plans/Implements Structured English Immersion Certified Trainings
- Coordinates services for migrant, homeless, and immigrant students
- Supports development of and inputs district/school plans into the state department's monitoring system
- Coordinates translation and interpretation services for the District
- Coordinates district summer school program
- Maintains appropriate confidentiality of information
- Maintains a high level of ethical behavior
- Selects, orients, supervises, evaluates and mentors staff assigned to him/her
- Collaborates with community agencies to connect resources with family needs
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign

KNOWLEDGE AND SKILLS REQUIRED:

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

QUALIFICATIONS:

- Masters degree or equivalent preferred
- Three years successful teaching experience preferred
- Experience of demonstrated aptitude for planning, budgeting, and writing project
- Bilingual preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED LICENSE/CERTIFICATION: Arizona Teacher Certification and Valid AZ Fingerprint Card.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year established by the Governing Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Governing Board's policy on evaluation of Administrative Personnel.

REVIEWED AND ACCEPTED BY:

Director of Federal Programs

Date

Human Resources Administrator

Date