

Window Rock Unified School District No. 8 Position Description	
Position Title	Federal Projects Director

Date Revised May 2005
Status Certified
Salary Level Administrative Salary Schedule
Work Year 12 months

Qualifications

- Masters Degree in Educational Administration
- Experience in working with State, Federal and Tribal funded programs
- Two years experience in Federal Programs related position i.e. Title I, JOM, Title II, Title IV and Title VII, NCLB
- Experience in business and financial accounting
- Bilingual in Navajo/English languages preferred
- Knowledge of Navajo culture preferred
- Experience as School Principal
- Other qualifications as Board deems necessary

Job Goal To provide support for continuous student learning and achievement through research based and data driven decision making practices as supported by the district mission and vision and “Embracing change for student learning” and WRUSD School Reform initiatives.

Essential Duties

- Monitors grants to ensure that school district goals and objectives are in compliance with federal programs guidelines.
- Works and meets monthly with the Indian Education Committee to plan Programs and staff development activities for JOM and Title IV.
- Accounts for the expenditures of all federal program activities.
- Ensures that federal funded programs’ operation and fiscal expenditures comply with all regulation and program objectives.
- Submit all applications, correspondence and program reports in a timely fashion.
- Assists the Administration and professional staff in planning, implementing and evaluating the utilization of federal funds available to the schools.
- Assists the Superintendent and professional staff and community members as appropriate in the design and development of proposal applications.
- Assists professional staff in analyzing and evaluating the effectiveness of all federal programs funded activities.
- Must have knowledge of *No Child Left Behind Law* and mandates.
- Administers Title I, Title II, Title III, Title IV, Title VII and JOM programs.
- Works with the Governing Board, Superintendent, Principals and staff in the operation of the federal programs.
- Attends Governing Board and Administrators’ meetings.
- Able to travel to attend national, regional and state meetings as required.
- Must be knowledgeable in school reform initiatives to assist Assistant Superintendent for Curriculum, Instruction and Assessment.
- Possess good interpersonal human relations and communication skills.

Certificates/Licenses

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Physical Effort Normal office work and travel
Working Environment Normal office conditions

Supervision Given Federal Projects Secretary
Supervision Received Assistant Superintendent for Curriculum, Instruction and Assessment

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 5/18/05