

## Job Description

**Job Title:** Director, Federal Programs

**Pay Grade:** 51

**Job Classification:** Exempt

**Supervisor:** Chief Academic Officer

**Contract Length:** 245 Days

### **Job Summary**

Under the direction of the Chief Academic Officer, the Director of Federal Programs provides leadership, strategic direction, and oversight for the division's federally funded programs, including but not limited to Title I, Title II, Title IV, and School Improvement Grants. The position ensures that all federal programs are implemented with fidelity, aligned to division goals, and compliant with federal and state laws and policies. The Director works collaboratively across departments and schools to maximize the impact of federal resources in support of student achievement and equity.

### **Essential Duties**

1. Lead the development, implementation, and continuous improvement of federal programs, including Title I, II, IV, and School Improvement Grants.
2. Develop and monitor federal budgets and expenditures to ensure alignment with allowable uses and compliance with state and federal regulations.
3. Prepare and submit federal entitlement applications, amendments, monitoring documents, and program reports in coordination with relevant departments.
4. Support school leaders and instructional teams in designing and implementing plans that leverage federal resources for academic improvement and student support.
5. Review and approve federally required school-level plans (e.g., Title I Schoolwide Plans).
6. Supervise and support staff assigned to federal programs, including program specialists and resource personnel.
7. Provide training and technical assistance to school and central office staff regarding federal program implementation and compliance requirements.
8. Collaborate with departments across the division to ensure federal programs align with instructional priorities, equity goals, and professional learning needs.
9. Lead the division's preparation for audits and federal monitoring visits.
10. Stay abreast of changes in federal legislation and guidance; interpret and communicate implications for local practice.
11. Prepare and present reports to the Chief Academic Officer, School Board, and other stakeholders.
12. Serve as the liaison to the Virginia Department of Education and other relevant agencies.
13. Perform other duties as assigned.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional organizations to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Chief Academic Officer. .

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Master's Degree in Education or a related field.
- Valid Virginia license with an endorsement in Administration & Supervision PreK–12.
- Three (3) years of experience as a classroom teacher.
- Minimum of three (3) years of building level and/or central office administrative experience.
- Demonstrated experience managing or implementing federal programs at the school or district level.
- Comprehensive knowledge of federal education law and regulatory compliance (ESSA, Title I, II, IV, etc.).

- Knowledge of curriculum, instruction, and best practices for school improvement and equity-focused programming.
- Strong leadership and communication skills with the ability to collaborate and influence across departments and school sites.
- Demonstrated ability to manage budgets, prepare grant applications, and interpret policy.
- Ability to analyze data and assess program effectiveness.
- Proficiency in Microsoft Office Suite, including Excel for data and budget tracking.
- Ability to supervise staff and manage projects with multiple stakeholders and deadlines.
- Clear and persuasive oral and written communication skills.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to use a telephone, to enter data into a computer and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and to reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Chief Academic Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Director, Federal Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Updated: 6/2025 JSA