



Forest Municipal School District

Dr. Karen Norwood, Superintendent

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Vacancy Announcement

Director of Federal Programs and Assessment

JOB SUMMARY:

To plan, implement and evaluate State and Federal Programs funded under the No Child Left Behind and Elementary and Secondary Education (ESEA) Acts and other assigned competitive grants and programs.

QUALIFICATIONS:

- At least three years of teaching experience
- Current Administrative license from the State of Mississippi
- Previous administrative/supervisory experience preferred
- Previous experience with Federal Programs preferred

ESSENTIAL JOB FUNCTIONS:

1. Prepares applications and amendments for all assigned formal and competitive grants.
2. Directs the processes of qualifying schools for participation in State & Federal Programs.
3. Directs the planning of educational activities and services to meet prioritized needs of students.
4. Plans with individual school sites to determine costs of personnel, materials, equipment and services to be provided, and prepares a budget for project expenditures.
5. Oversees purchasing of all project materials, equipment and services.
6. Directs processes for involvement of parents of project participants in student achievement, volunteer work and advisory committees.
7. Serves as a liaison officer between the LEA and state and federal offices.
8. Provides leadership in the district's meeting of assurances to the State and Federal Department of Education.
9. Maintains ESEA requirements for annual assessment in reading, mathematics and science.
10. Determines adequate yearly progress as required by the ESEA legislation and, if needed, directs the process for developing individual school's program improvement plans.
11. Provides a yearly comparability study for each school.
12. Reserves set aside funds as authorized in the ESEA legislation (parenting, professional development, school choice and supplemental programs).
13. Responsible for insuring that the district's and federal fixed asset procedures are followed.
14. Serves as District Test Coordinator
15. Performs other related duties as requested or assigned.

APPLICATION PROCESS:

All interested applicants should complete an online application by accessing our district's website: www.forest.k12.ms.us > Employment > Applicants.

MISSION STATEMENT

The mission of the Forest Municipal School District is to provide all students a quality education that develops the whole child to his or her greatest potential.