

TITLE: DIRECTOR OF STUDENT PROGRAMS

QUALIFICATIONS:

1. Idaho Administrator Certificate
2. Teaching experience and three or more years school administration preferred
3. Strong background in supervision of programs, staff, team building, and technology
4. Demonstrated ability in strategic planning; business practices; federal and state law, administrative rules, grant writing, Board policy pertaining to schools, and research-based educational programs
5. Able to clearly explain Title VI, Title IX, and Section 504 federal non-discrimination policies
6. Knowledge of grant writing and fund development management, preferably for an educational organization
7. Excellent writing and database management skills
8. Able to speak clearly in all settings and to demonstrate the needs and benefits of donations and contributions
9. Demonstrated leadership and communication ability in working with students, staff, parents, and the public
10. Ability to work under pressure and deadlines
11. Excellent leadership and organizational skills
12. Ability to maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO:

Superintendent

JOB SUMMARY

To direct the planning, development, organization, management, and implementation of programs including but not limited to Career Technical Education, grant writing, Title IX, public relations, instructional programs, and staff development.

MAJOR DUTIES AND RESPONSIBILITIES:

Instructional Leadership

1. Assist the superintendent in supervising the district's instructional programs and school services
2. Assist the superintendent in recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
3. Aid in the implementation and evaluation of all Board-approved written curriculum for all subjects, and help ensure the inclusion of mandated programs and Idaho Core Standards
4. Provide leadership and guidance in the processes of staff development, curriculum planning, coordination, and evaluation
5. Assist in providing for curriculum articulation among grades and schools in the district
6. Help measure student achievement against state and local standards

DIRECTOR OF STUDENT PROGRAMS

7. Seek out available sources for grant funding to support programs and projects

Personnel Administration

1. Recommend district staff professional development and implement as directed
2. Develop and administer inservice programs for professional staff based on district priorities for instructional improvement

Board Responsibilities

1. Prepare and recommend short and long range plans for Board approval and implement those plans when approved
2. Attend Board meetings and prepare such reports for the Board as the superintendent may request
3. Know Board policy and respect the policymaking authority and responsibility of the Board
4. Assist with the enforcement of federal and state law, administrative rules, and Board policy. Help disseminate them to school employees and the general public

Reports and Records

1. Organize and maintain files which will contain a written record of all actions and procedures as required by federal and state law, administrative rules, and Board policy as well as copies of records and reports required to be kept
2. Prepare and certify the reports and audits required by federal and state law, administrative rules, and Board policy
3. Compile any other reports, statistics, charts, and graphs as may be required by the superintendent or by federal and state law, administrative rules, or Board policy
4. Keep appropriate records with regard to the Board's recruiting, hiring, promotion, transfer, and in-service education activities to facilitate the Board's policy against discrimination
5. Assist with required annual district and school-level reporting and planning including school report cards, pupil performance objectives, and a quality assurance report to the public

Grant Writing

1. Assist the superintendent and the School Board in setting objectives for the district's grant-writing and fund-raising efforts
2. Provide input into the annual budget in consultation with school administrators
3. Attend and follow up on meetings to set priorities and to obtain grants
4. Prepare specific grant applications and, upon authorization by the superintendent and the School Board, file those applications in a correct and timely manner
5. Be responsible for contacting funding agencies and learning the requirements for filing a complete application package
6. Consult regularly with curriculum coordinator(s), department heads, building principals, and interested classroom teachers to ensure that any funds received are managed appropriately, in the best interests of the school district, and to comply with the approved school goals

7. Recruit existing district personnel to undertake and participate in grant-funded programs
8. Provide other assistance in implementing the funded programs, preparing and filing documentation, and fulfilling the grant requirements, as assigned
9. Prepare any material necessary to comply with standard auditing practices
10. Compile all paperwork that may be required in the filing, reporting, and phasing out of any grant or funds received, and ensure the accuracy of information included in paperwork
11. Coordinate site visits by funding agencies, process contacts, and prepare interim and final reports for grants
12. Maintain a list of grant opportunities and application deadlines, and keep the superintendent informed about them
13. Coordinate the preparation and distribution of information on grants and fund-raising for all school district publications and news releases
14. Respond to requests for public information about the district's grants and fund-raising activities, and speak knowledgeably about the district's policies and programs
15. Reconcile monthly grant foundation status with the district Business Office

Public Relations

1. Supervise and coordinate the preparation and distribution of all school district publications and news releases
2. Be responsible for the development and implementation of a plan for internal and external communication to keep all stakeholders informed of district policies, programs, and special events
3. Set objectives for the district's public information program and periodically update those objectives

School/Community Relations

1. Promote community support of the schools
2. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
3. Make active and consistent efforts to maintain or improve the external and internal image of the district and its schools

Other

1. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
2. Seek assistance should emergencies arise
3. Represent the school district in a positive manner
4. Know and follow school district policy and chain of command
5. Perform other duties as assigned

EVALUATION:

DIRECTOR OF STUDENT PROGRAMS

Performance of this position will be evaluated annually by the superintendent or the superintendent's designee in conformance with federal and state law, including Section 33-513, Idaho Code; administrative rules; and Board policy.

TERMS OF EMPLOYMENT:

Employment contract not to exceed two years.

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	I.D.A.P.A. 08.02.02.026	Administrator Certificate