

Director of Federal Programs & Integrated Academic & Behavior Systems

Position Available: July 2, 2022

Reports to: Assistant Superintendent of Educational Programs and Services

NCDPI Salary Scale: TBD, Dependent on licensure and experience

Months of Employment: 12 months

Location: Pitt County Schools, Department of Educational Programs and Services

Supervises: Title I Program

Title III Program (ESL Program)

Title IV Program (Student Support and Academic Enrichment Grants)

Secretary/Data Specialist

Elementary Literacy Specialists

Major Job Function: Administer the Title I, Title III, Title IV; supervise, make decisions, and make recommendations within the above areas. Provide training and support to principals regarding federal fund planning and spending. Provide training and support regarding MTSS implementation districtwide.

Position Title: Director of Federal Programs & Integrated Academic & Behavior Systems

Under limited supervision, perform a variety of supervisory and administrative tasks in developing and administering the operations for all the district's Federal and Special Programs according to federal, state and local guidelines. Employee will provide programmatic coordination, leadership, and administrative support to schools, district leadership and parents/stakeholders; oversee the development of comprehensive program plans, implementation of planned programs, monitoring of budgets; and ensure adherence to federal, state and local policies and procedures.

In addition, under limited supervision, perform a variety of supervisory and administrative tasks in overseeing the successful construction and implementation of MTSS. Employee is responsible for providing leadership in the development, implementation, and evaluation of programming to promote student learning and teacher effectiveness for the benefit of the system's educational program.

This includes, but is not limited to professional development, coaching structures, as well as evaluation and implementation tools. Consult with cross-functional departments on assessment, planning, implementing, evaluating and sustaining initiatives and efforts to provide school support. Employee will provide technical assistance to and coordinate with internal and external stakeholders to support initiation, capacity building, and sustainability of implementation across the district. Lead implementers in assessing needs, problem-solving to further implementation, facilitate integration with other initiatives, and integrate pre-service programs for all school staff. Oversee the development and use of evaluation instruments and systems for collecting, analyzing, and disseminating data to examine the implementation and outcomes. Report to the Assistant Superintendent of Educational Programs and Services.

Essential Job Functions:

- Provide leadership, supervision, and coordination to programs for the Title I, Title III, Title IV and Elementary Literacy Specialists.
- Monitor programs to ensure compliance with all Federal Programs regulations (federal, state and local).
- Provide supervision and evaluation of personnel overseeing the Pre-K Center and the Title I, III, and IV programs. Coordinate and collaborate with Pre-K.
- Maintain working knowledge of current trends in Title I, Title III, and Title IV.
- Prepare, organize, write, amend, and monitor the Title I, Title III, and Title IV yearly projects and upload information to CCIP.
- Prepare the Title I, III, IV budgets and set allocations for schools.
- Oversee the day to day operations of the building.
- Coordinate and collaborate with the Director of Exceptional Children's Programs, Administrators, and EPS Directors.
- Lead the design, implementation and evaluation of MTSS.
- Analyze data including screening data, referral data, and qualitative data on implementation.
- Ensure alignment of MTSS as the overall strategy to meet each school improvement plan.
- Create, maintain, and update related website(s) as needed. Observe and interact with school level instructional leaders.
- Provide feedback from schools to inform district policy and programming.
- Provide leaders with research-based data that allows for informed decision-making.
- Prepare reports and other essential information for district and school leaders.
- Lead the district in transition to MTSS, including district and school level teams.
- Oversee the work of the district rollout for full implementation of MTSS (PreK-12).
- Collaborate with cross-functional teams to determine progress monitoring guidelines.
- Create, validate and publish universal screening and progress monitoring tools.
- Oversee the deployment and support for verbal de-escalation and physical restraint.
- Lead the work of integrating the behavior support, student services, and academics.

- Perform related duties as assigned by the Assistant Superintendent.

Education, Training Required:

- Knowledge of federal, state and local rules and regulations affecting Title I, Title III and Title IV.
- Knowledge of components of effective and differentiated curriculum, elements of effective reading programs and components of appropriate education for preschool disabled students.
- Knowledge of budgetary principles.
- Ability to initiate and implement long-range plans.
- Ability to establish and implement program goals and objectives.
- Ability to relate positively with the community, parents, and schools.
- Knowledge of supervisory skills and effective management procedures.
- Ability to communicate effectively.
- A Master's Degree is required in the area of Special Education, or a related education field, such as Education Administration, School Counseling; 3-5 years of experience in Educational Leadership; Three years classroom experience; Experience in leading instructional professional development and sustainable improvement science; Knowledge of standard treatment protocol, data driven instruction and observation/feedback; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Preferred Qualifications:

- Possess a degree in school administration
- Possess or in pursuit of a doctorate degree

EOE - The Pitt County School system does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship status, age, or disability in any of its educational programs or activities.