

# JOB DESCRIPTION

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<b>Job Title</b>	Director Federal and State Programs	<b>Job Title Code</b>	115357
<b>Reports to</b>	Executive Director Strategic Planning & Design	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Federal and State Programs	<b>Pay Grade</b>	108
		<b>Date Revised</b>	March 5, 2025

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## Primary Purpose

Coordinate and lead the implementation of Federal and State Programs. Coordinate the development, implementation and evaluation of the District and Campus Comprehensive Needs Assessment (CNA), and District and Campus Improvement Plan (DIP/CIP). Support each campus and department in the facilitation of federal and state program implementation and DIP and CIP planning efforts.

## Education/Certification

- Master's degree
- Texas Mid-Management or Principal Certificate (preferred)

## Special Knowledge/Skills

- Knowledge of the Texas Education Code, Texas Administrative Code as well as State Board, and federal rules and regulations governing school district operations
- Working knowledge of guidelines and regulations governing Every Student Succeeds Act (ESSA) entitlements
- Effective public relations and community building skills
- Strong leadership organizational, communication, and interpersonal skills
- Strong analytic, problem-solving, project management, and planning skills
- Ability to interpret policy, federal and state funding regulations, regulation procedures and data
- Ability to work in a fast-paced environment
- Self-motivated and confident

## Experience

- Three (3) years' teaching experience
- Three (3) years' campus administration experience, and/or leadership experience in federal and state programs

## Major Responsibilities and Duties

1. Coordinate the Implementation of Federal and State requirements of Every Student Succeeds Act (ESSA).
2. Coordinate and serve as the district liaison for State Compensatory Education (SCE) Program requirements.
3. Provide guidance and support for the development and implementation of the DIP, district department plans, and CIP that are aligned to the district's mission, vision, and strategic blueprint.
4. Coordinate timelines, materials, and training resources for DIP, and align to Title funds policies and guidelines and district and Board goals.
5. Assist in the strategic planning, preparation, submission, and oversight of the District's Entitlement Applications as well as new Title I campus designations.
6. Coordinate training and provide support on Federal and State programs as well as Improvement Planning.
7. Maintain a website and an administrative reference guide with key procedures and resources to support federal and state programs as well as improvement planning.
8. Oversee the federal and state programs requirements for the district to ensure alignment with districtwide goals and objectives.

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9. Coordinate the development of the CNA for district and use the data for strategic planning and fund utilization.
10. Attend school board meetings and prepare reports for the Board, as requested.
11. Implement a systematic process coordinating stakeholder input.
12. Support the facilitation of the District Educational Improvement Council (DEIC).
13. Perform other duties as assigned by supervisor.

## **Policy, Report and Law**

14. Ensure compliance with federal, state, and local program policies, guidelines and mandates required of the district for assigned areas.
15. Maintain current knowledge and understanding of Board policies and administrative regulations.
16. Keep abreast of changes in federal and state statutes relating to education.

## **Personnel Management**

17. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate employment action.
18. Ensure that staff members are well informed on district matters, as well as department policies.
19. Support professional growth and development for staff.
20. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.
21. Anticipate, manage, and resolve conflict effectively by employing effective interpersonal skills.

## **Communication and Community Relations**

22. Provide optimal customer service to the students, employees, parents, community members and stakeholders of the district.
23. Foster positive relationships with other departments/divisions to facilitate achievement of the District's mission.
24. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.

## **Professional Growth**

25. Improve leadership skills through professional development activities and impart knowledge with other professionals.
26. Participate in professional development activities on a continuing basis.

## **Supervisory Responsibilities**

Supervise assigned personnel.

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress; frequent district-wide travel; frequent prolonged working hours.

## **Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

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Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.