

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: September 3, 2009 – Until Filled**

**TITLE: Director of State, Federal and Local Programs**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

Education: Bachelor's Degree and five years of experience in state, federal and local programs or a Master's Degree with two years of experience in state, federal and local programs.

Experience: Demonstrated federal, state and private grant preparation.

Experience in interpreting the ESEA (Elementary Secondary Education Act) and familiarity with all phases of the Title I program.

**REPORTS TO:** Executive Director, Curriculum and Instruction

**TERMS OF EMPLOYMENT: Grade 8, Administrative Salary Schedule; 235 Days;  
40 Hours/Week; Beginning Salary \$1951/week.**

**JOB GOAL:** To coordinate the planning, development, implementation, monitoring and evaluation of all state, federal and local grants.

**SUPERVISES:** The preparation of grant applications for state, federal and locally funded programs including, but not limited to, Title I, Section 31a & 32e Classroom Reduction for At-Risk Pupils, Gifted and Talented, Bilingual Education, Career and Technical Education, Indian Education, and GSRP.

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**ESSENTIAL FUNCTIONS:**

Provides leadership and direction in the improvement of the total educational program through the development and submission of state, federal and local grant funded programs.

Organizes, implements and monitors all state, federal and privately funded programs and all newly acquired federal programs according to federal, state and local policies, agreements and directives.

Recommends and outlines in detail the budget requirements to effectively implement private, state and federally funded programs to the Chief Financial Officer.

Secures resources for implementing programs funded through foundations and other sources.

Prepares and disseminates program information related to state, federal and private programs in the Flint School District to all interested parties in coordination with the superintendent.

Oversees needs assessment and data collection in cooperation with parents, school personnel and state and local organizations to determine programs for which the Flint School District is eligible to apply for funding.

Assists Program Coordinators in completing, filing final reports and approval letters for auditors.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

**SKILLS:**

Excellent interpersonal, written and oral communication skills.

Demonstrated ability in use of computers and technology.

Demonstrated ability in interpreting budgets.

Demonstrated knowledge of federal laws, rules, and regulations pertaining to the Title I program.

Demonstrated ability to work in diverse environments.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines)

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**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Master Contract of the Congress of Flint School Administrators.

Revised HR/LA/08/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment.

Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.