The Isaac Elementary School District offers a rich history as one of the first founded districts in Arizona and located just west of downtown Phoenix. The 6.2 mile radius K-8 district is home to 10 schools including a preschool campus and services just under 6,200 students. We are dedicated to student success and we know our biggest asset are the people in our District who are committed to improving educational results for our students and are willing to examine a variety of different ways to make those improvements happen. We are a predominantly Latino, 100% Title One School District that is dedicated to student success.

Federal Programs Director

The Federal Programs Director is responsible for overseeing and managing all District Federal and State grants and programs.

Qualifications:

1. Current Arizona Administrative Certificate preferred.
2. Three years successful experience administering Federal programs in an urban school district preferred or its equivalent.
3. Experience with district and school improvement requirements and processes.
4. At least three (3) years successful teaching experience in grades K-8, preferred.
5. Knowledge of national standards and the Arizona Academic Standards.
6. Knowledge of both general Structured English Immersion (SEI) and English Language Development (ELD) curriculum content.
7. Extensive budget development/fiscal management experience required.
8. Master's Degree Preferred.

Responsibilities:

Responsibilities shall include, but not limited to the following:

1. Develop, submit, coordinate, monitor and assess implementation of state and federally funded programs, and assure compliance of all state and federal (NCLB) requirements.
2. Coordinate the development of Title I school wide plans and LEA improvement plans in compliance with state and federal guidelines.
3. Prepare, maintain and submit requirement program reports, budgets, surveys, needs assessments, evaluations and monitoring reports for all state and federal programs.
4. Coordinate technical assistance to sites for grant writing, submissions and implementation of grants received.
5. Administer procurement of supplies and services used in all federal programs.
6. Develop and monitor schools and district budgets funded from state, federal, profit and non-profit entities.

7. Coordinate development and submission of grants for schools and district.
8. Comply with and support requirements of the ADE audit process.
9. Maintain communication and collaborate with district administrators and Arizona State Department of Education regarding district improvement.
10. Ensure that district and schools are in compliance with state and federal requirements.
11. Compile and maintain written records and reports related to all federal projects and disseminate such information to appropriate agencies, institutions and constituencies.
12. Other duties as assigned.

Salary: ADMINISTRATIVE SALARY SCHEDULE INTERNAL/EXTERNAL AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Approved by GB on February 23, 2012

To apply, please visit us at www.IsaacSchools.org