



DIRECTOR OF CATEGORICAL PROGRAMS

Classification: Director Level IV

Location: District Office

Reports to: Chief Academic Officer

FLSA Status: Exempt (Executive)

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

Secures and manages Federal and State funds to support exceptional and remedial student learning needs throughout the District. Serves as District Liaison to programs that service homeless students.

Part II: Supervision and Controls over the Work

Serves under the guidance and administrative supervision of the Chief Academic Officer. Is held responsible for results regarding the effectiveness of planning, policies, and programs and for contributing to and achieving district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. Manages Federal and State categorical budgets; ensures legal compliance and fiscal accountability while leveraging funds to maximize student achievement.
2. Supervises implementation of categorical programs in schools to ensure sound educational resource compliance.
3. Assists with hiring categorical staff and providing orientation and in-service training for specialists and educational assistants.
4. Communicates and serves as a liaison with schools, the community, parents, outside agencies, departments, and others. Liaison to programs serving homeless students.

Program Leadership:

1. Planning and Programming: Staying abreast of research on the changing nature of the profession, the field of public education, and changing national, regional, and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.

2. **Financial Management and Strategic Planning:** Advises the Superintendent and Board on the financial implications of assigned programs. Administers programs within approved budget parameters, including allocation of staff resources. Oversees and participates in evaluating financial reports to assess program implementation and status. Maintains sound risk management and/or internal control over program assets.
3. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and assure the effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and serve the overall needs of employees, managers, and the organization.
4. **Program Direction and Staff Supervision:** Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve high integration and synergy across program functions. Approves position structures and operating practices essential to developing and delivering quality programs and services. Recruits and assigns staff, assuring that they possess and practice the values necessary to achieve the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration, and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment where all staff members are comfortable and forthcoming in sharing their ideas, needs, and concerns so that the staff collaborates to seek solutions and resolutions.
5. **Program Evaluation, Analysis, and Feedback:** Establish a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, a comprehensive assessment review of all programs is conducted to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepare structured presentations for the superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of program management or leadership experience.
4. Strong analytical and problem-solving skills and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.



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6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines—ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

Part V: Desired Qualifications

1. Experience as a school principal.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.