# MADISON COUNTY SCHOOLS

**Job Description**

## CLASS TITLE: DIRECTOR OF CATEGORICAL PROGRAMS

**REPORTS TO:** Supervisor of Instruction or Designee

**EXEMPT STATUS:** Exempt

**APPROVED:** July 14, 2016- Order #2016-1836

**BASIC FUNCTION:**

Under the direction and supervision of the supervisor, coordinates the research, planning, development, preparation, submission, fiscal reporting, implementation and evaluation of specially funded programs/projects and serves as the District liaison with cooperating agencies.

**REPRESENTATIVE DUTIES:**

* Obtains and implements in a timely manner, the information, data and forms necessary to fulfill requirements of project application and maintenance.
* Provides assistance to school and District personnel in the development and writing of categorical program/project proposals and applications.
* Reviews and evaluates requests from school personnel for projects and programs requiring special project funding.
* Develops, reviews, and coordinates all proposed and actual budgets for categorical programs
* Maintains liaison duties between the District, agencies and other required participants during the development, submission, approval, implementation, and evaluation of categorical programs.
* Compiles and maintains accurate and complete written records and reports on results of all categorical programs, and effectively disseminates this information, as appropriate, to other educational agencies, lay groups, state and federal agencies.
* Coordinates appropriate staff development activities in the implementation and evaluation of categorically funded projects.
* Assists in preparing a timely and appropriate annual division report summarizing the evaluations of categorically funded programs newly completed, the progress of those in operation, and the impact of those being planned.
* Supervises and evaluates assigned certificated and classified personnel.
* Communicates to appropriate District office/school personnel incidents and/or situations which might impact the District, its divisions, or its schools.
* Represents the District in community affairs and activities.
* Monitors categorical programs and projects in cooperation with school site principals
* Present a positive image of the school to parents, and convey to them the school’s genuine concern with the education, growth and development of each student.
* Seek to establish friendly and cooperative partnerships between home and school.
* Work to develop a positive public relationship between the school district and the community.
* Carry out assignments in a timely manner while leading the day-to-day operations of the Preschool, Extended School Services, and Section 504 Programs. Serve as district liaison to the Head Start Program.
* React positively to directives.
* Have a willingness to cooperate with the superintendent, district administrators, teachers and principals
* Maintain the confidentiality, both verbally and in written form, of each student’s educational record.
* Strive to maintain and improve professional competence.
* Take necessary precautions to protect students, equipment, materials and facilities.
* Follow the procurement guidelines and purchase order process.
* Adhere with federal, state and district program guidelines, policies, procedures and laws.
* Directs implementation of preschool programs in the school district.
* Prepare such applications and/or reports as may be required by the Kentucky Department of Education or other federal requirements to assure that the school district receives all possible financial support for assigned programs.
* Interpret the objectives and programs of the assigned programs to the board, administration, staff, and public at large.
* Comply with federal, state and district program guidelines, policies, procedures and laws.
* Provide oversight for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
* Direct the determination and implementation of program needs of students and make appropriate recommendations and follow-ups with evaluation of such programs.
* Plans developmental screenings, oversees the district’s intervention plan and placement of all preschool students.
* Maintain student data through the student tracking system and the Kentucky Early Childhood Data System
* Conducts regular Preschool staff meetings and disseminates materials and trains Preschool staff on new and revised matters.
* Provide training and assist staff with the implementation of regulations concerning overall program operations, federal regulations, state and local requirements as well as confidential information and other topics as needed.
* Work with appropriate staff on personnel actions including job vacancies, completing evaluations of Preschool and other actions as necessary.
* Serve as liaison with other district and outside entities.
* Maintains regular attendance.
* Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Curriculum, instruction and assessment
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of field of specialty.

**ABILITY TO:**

* To perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and time lines.

**PHYSICAL DEMANDS**

* Work is performed while standing, sitting and/or walking
* Requires the ability to communicate effectively using speech, vision and hearing
* Requires the use of hands for simple grasping and fine manipulations
* Requires bending, squatting, crawling, climbing, reaching
* Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

* Master’s Degree
* At least three (3) years of successful teaching experience

**QUALIFICATIONS:**

* Shall hold the required Kentucky certificate for the assigned position.
* Shall demonstrate the ability to communicate and work effectively with students, peer, parents and faculty.
* Shall have knowledge of Kentucky’s Early Childhood Standards, Kentucky’s Early Childhood Continuous Assessment Guide, and Kentucky Quality Self Study for Early Childhood Programs, collaborative agreements (including Head Start), policies and procedures, applicable local, state and federal regulations