

The Federal Programs & Outreach Program Manager is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Federal Programs & Outreach Program Manager will work closely with the Departmental Directors and Principals to ensure that Title and Outreach programs are established and carried out efficiently and effectively. The Federal Programs & Outreach Program Manager shall serve as the program area lead and a key resource person for the implementation of programs assigned to their specific area. The Federal Programs & Outreach Program Manager reports to the Director of School Effectiveness and works collaboratively with other Certified Coordinators and Directors in the areas of Curriculum & Assessment, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

The Federal Programs & Outreach Program Manager reports to the Director of School Effectiveness.

Competencies of the Federal Programs & Outreach Program Manager

The Federal Programs & Outreach Program Manager shall possess deep knowledge of local, state and federal grant requirements as well as current policy related to area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Federal Programs & Outreach Program Manager

Federal Program Responsibilities

- Supervise and evaluate assigned Title staff.
- Lead, coordinate, and support schools in the implementation of the Title I, Part A and ESSA federal program at the District and school sites.
- Design, develop, coordinate, and monitor the Title I budget and consolidated application for District and school sites.
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) to ensure compliance with the district, state, federal and other funder guidelines.
- Collaborate with principals and District Directors to develop the school improvement process and accountability measures.
- Provide professional development on the school improvement process and the understanding and use of data for instructional decision-making.
- Network with specific agencies including but not limited to Arizona Department of Education, private schools, and neighboring school districts on Title I programming.
- Plan and facilitate meetings for Title I teachers and parents, as appropriate.
- Participate in the preparation of the annual staff allocation and screening for Title I staff, subject to approval by the Director of School Effectiveness and Assistant Superintendent.
- Assist the Director of School Effectiveness in routine audits of school-based Title I services to ensure compliance with established District, state and federal policies and procedures.
- Complete all state and federal reporting for Title I.
- Obtain, analyze and provide valid, reliable, meaningful and useful report information for the purpose of evaluating and improving the effectiveness of the District and schools Title I programming.
- Serve as an advocate for the needs of Title I students in a professional and appropriate manner.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Outreach Responsibilities

- Supervise and evaluate assigned Outreach staff.
- Lead and support the operations of Kyrene Family Resource Center (KFRC).
- Develop and review of KFRC policies, systems, and procedures to provide effective and coordinated delivery of support services to families.
- Lead the establishment of partnerships with District, community based organizations, governmental entities, foundations, families, and school sites in support of KFRC and student success.
- Provide leadership to ensure homeless students receive educational and social services to ensure their success.
- Collaborate with a variety of parties (e.g. district personnel, community organizations, parents, businesses, etc.) to secure funding to maintain and enhance services and/or programs.
- Maintain consistent, positive communication with families, community groups and District schools and staff.
- Assist teachers, social workers, counselors, administrators and other staff implementing programs and services with resource needs.
- Work with principals and teachers to maintain accurate data on volunteers, community programs, and parent engagement initiatives/outreach.
- Strategically and periodically, evaluate effectiveness of assigned program services for students and families.

Minimum Qualifications

M.A.Ed. in Education Leadership; or

Equivalent combination of education and experience to successfully perform the essential duties of job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Preferred Qualifications

Valid Arizona Administrative Certificate

Experience and demonstrated success as a district leader

Experience in managing local, state and federal grants

Date Revised

9.20.19