

NOTTOWAY COUNTY PUBLIC SCHOOLS
NOTTOWAY, VIRGINIA

TITLE: DIRECTOR OF INSTRUCTION, GRANTS, AND TECHNOLOGY

POSITION DESCRIPTION:

Responsible for studying federal and state legislation, projects, and programs for the possibilities and opportunities they offer and apply for educational grants, entitlements, and allocations offered relevant to the needs of the district, overseeing instructional programs and working with the principals on instructional needs and creating professional development workshops, overseeing network and internet data flow throughout the division and includes maintaining the technology plan for the county.

PREFERRED QUALIFICATIONS:

1. Master's Degree in professional education and holds the Postgraduate Professional License with an endorsement in Administration and Supervision.
2. At least three years of successful experience as a Principal.
3. Knowledge of curriculum development and instruction.
4. Ability to work cooperatively with teachers, administrators, and staff.

REPORTS TO: Division Superintendent

ESSENTIAL JOBS FUNCTIONS:

1. Studies all federal and state legislation, projects, and programs for the possibilities and opportunities they offer for educational grant, entitlements, allocations offered relevant to the needs of the district.
2. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation and prepares testimony for the Board concerning pending federal and state legislation.
3. Assists the Superintendent in planning and use of funds available to schools through the various federal and state programs.
4. Considers and evaluates all requests from school personnel for projects and programs requiring federal money.
5. Establishes standard practices and procedures for receiving and processing such requests.
6. Conducts professional development workshops.
7. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal monies and grants.
8. Serves as a liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
9. Compiles and maintains written records and reports on results of all federal projects and disseminates this information, as appropriate to other educational institutions, the state department of education and the U.S. Department of Education.

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10. Remains up-to-date on the changing laws and requirements regarding federal funds available to the schools.
11. Completes requests for reimbursements in a timely manner.
12. Plans, organizes, implements, and establishes goals and objectives for professional development.
13. Meets regularly with administrators and teachers to establish needs of the division's professional development.
14. Annually evaluates the effectiveness of the division's professional development.
15. Assist the principals with providing instructional resources and programs.
16. Effectively employs various processes for gathering, analyzing, and using data for decision-making.
17. Collaboratively develops and implements school improvement plans that results in increased student achievement.
18. Plans, implements, support, and evaluate instructional programs that enhance teaching and increase students' academic performance.
19. Purchase necessary technology items via competitive quotes and state contracts.
20. Oversee and evaluate the performance of the technology department.

TERMS OF EMPLOYMENT:

Twelve (12) month contract with compensation and benefits approved by school board policies and regulations.

EVALUATION:

Performance will be evaluated by the Superintendent in accordance with school board policy and administrative regulations on evaluation of support personnel.