

# **JEFFERSON COUNTY SCHOOL SYSTEM JOB DESCRIPTION**

## **DIRECTOR OF FEDERAL PROGRAMS, MAINTENANCE AND TRANSPORTATION**

### **Qualifications**

1. Valid teacher's license with appropriate endorsement;
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

### **Essential Duties and Responsibilities**

#### **Federal Programs**

1. Provides leadership and direction in development projects;
2. Monitors project activities;
3. Monitors compliance with applicable regulations;
4. Develops in-service for all federal programs staff;
5. Purchases all supplies and materials;
6. Responsible for keeping appropriate records and accounting for all funds;
7. Prepares and submits all reports;
8. Provides technical assistance to all federal personnel and principals;
9. Evaluates project activities;
10. Conducts annual needs assessment;
11. Performs various other task relative to Title I, II and VI; and
12. Performs others duties as assigned by the Director of Schools.

#### **Maintenance**

1. Works directly with the maintenance supervisor in the overall function of the physical plant;
2. Interviews applicants for maintenance employment;
3. Responsible for purchases over \$5,000.

#### **Transportation**

1. Works directly with transportation supervisor;
2. Implements policy regarding purchases of equipment and materials;
3. Works with transportation supervisor in bus routing and zoning;
4. Recruits department personnel.