

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: DIRECTOR of PreK-12 PROGRAMS

Supervisor: Superintendent

GENERAL JOB DESCRIPTION: The PreK-12 Programs Director will communicate all program specific State and Federal regulations and compliances to the Board, Superintendent and school leadership. The Director will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collaborate to complete, amend and fulfill Federal and Bilingual Programs grant applications and reporting that serve historically underserved (low-income, ELL, FLOTE students) and low achieving populations,
2. Help to provide PreK-12 program planning and resources that align the program with the district's EPSS and professional development plan.
3. Coordinate and account for Federal funds to meet federal mandates and serve the identified needs of students and staff through programs,
4. Coordinate the submission of PreK-12 data to NMPED on required reporting periods.
5. Articulate to the leadership to verify and validate the school and district data prior to Superintendent Signatures.
6. Assist in the recruitment and recommendations concerning prospective Federal Programs and Bilingual employees,
7. Assume responsibility for the fiscal management of all Federal Programs and Bilingual in cooperation with the Dexter Business Manager,
8. Maintain records pursuant to all governmental requirements,
9. Attend NMPED meetings and trainings that directly relate to Federal and Bilingual Programs.
10. Promote an environment/climate conducive to productive performance.
11. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
12. Communicate accurately and effectively.
13. Use data to inform program specific decisions.
14. Demonstrate leadership.
15. Demonstrate an understanding of political theory.
16. Comply with all school Board policies and administrative regulations.
17. Be informed by attending educational conferences and by participating in professional and instructional workshops.
18. Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the PreK-12 Programs.
19. Regularly organize and hold parent meetings regarding programs using PDSA.
20. Attend all meetings of the Board of Education.
21. Take an active part in school and community affairs.

22. Keep the staff updated with current information necessary for them to keep the schools operating efficiently.
23. Responsible for good public relations with the community and media.
24. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

QUALIFICATIONS:

1. A Master's Degree.
2. A valid New Mexico Administrative License as required by the State of New Mexico.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____