



Job Posting

Position Title: Federal Programs Director

Reports To: Drew Harpool, Director of Fiscal Strategy

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position is responsible for managing all aspects of federal grants compliance, review, application, and closeout for the Achievement School District. In addition, this position will manage staff responsible for assisting in compliance, financial review, and federal reporting work. This position will also be responsible for interacting with internal and external stakeholders on grant related items.

Specific Position Responsibilities:

- Monitors program budgets and cost allocation plans, and monitors individual program expenditures.
- Supervises, participates in, and makes recommendations in the development, interpretation, implementation, and enforcement of policies, procedures, and guidelines affecting the administration and operation of educational programs, activities, services and/or initiatives.
- Evaluates and provides feedback on education assistance grant proposals submitted by stakeholders and makes recommendations and decisions on approval or denial.
- Supervises subordinate consultative staff in developing district plans for the administration of specific educational programs and the development of guidelines for the distribution of educational funds.
- Analyzes a section's organization, operations, policies and procedures, and makes recommendations and decisions on improvements in economy, efficiency and quality in these areas.
- Develops and implements training programs for stakeholders.
- Supervises and participates in the development, preparation, and maintenance of records



Job Posting

and reports, including policy directives, instructional and training manuals, administrative procedural manuals, contracts, survey and statistical data, and financial and administrative records and reports.

Qualifications:

Education and Experience: Possession of a bachelor's degree from an accredited college or university and experience equivalent to substantial (five or more years of) full-time professional educational or instructional work, including at least two years of supervisory/administrative or advisory work. Graduate coursework from an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required two years of specialized experience.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to drew.harpool@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.