**ASD Federal Programs Manager -Special Populations**

Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 9th Floor

Nashville, TN 37243

**Organizational Structure:**

This position supports the Achievement School District in the administering of grant programs. The ASD Federal Programs Manager for Special Populations is responsible for the oversight of the following district programs: ESL, Migrant, Homeless, Foster Care, and other programs as assigned/needed. Responsibilities include the following: overseeing the programs - ensuring compliance with state and federal requirements, providing technical assistance to schools, and communicating with school leadership and charter operators on an ongoing basis. In addition, ASD Federal Programs Manager for Special Populations is responsible for completing the ESL, Homeless, Migrant, and Foster Care program details sections of the ASD Consolidated Funding Application. This position will report to the ASD Chief of Federal Programs.

**Responsibilities:**

* Serves as the district’s point of contact for assigned grant programs: ESL, Migrant, Homeless, Foster Care, and other programs as assigned by the Chief of Federal Programs.
* Provide technical assistance to ASD schools and charter operators on assigned grant programs: ESL, Migrant, Homeless, Foster Care, and other programs as assigned/needed.
* Oversee the ESL, Homeless, Migrant, and Foster Care program details sections of the ASD Consolidated Funding Application.
* Complete and submit all required reports for ESL, Migrant, Homeless, Foster Care, and other programs as assigned/needed.
* Develop budgets and track program expenditures for the district’s ESL, Migrant, Homeless, and Foster Care Programs.
* Collaborate with the Non-Public/Private School Compliance Coordinator on providing Title III services to EL students attending private schools located within ASD school zones.
* Manage the district’s Title III Consortium Program
* Conduct quarterly check-ins/touch points with school level special populations liaisons
* Conduct periodic audits of student cumulative files
* Participate in school visits for the effective implementation of federal grants.
* Participate in the Office of Federal Programs quarterly school/charter operator conference calls
* Participate in monthly team/staff meetings to provide updates on assigned programs
* Create and implement webinars and training sessions for school level staff relevant to ESL, Migrant, Homeless, and Foster Care Programs
* Provide needed resources to schools to support the ESL, Migrant, Homeless, and Foster Care Students.
* Manage the provision of technical assistance and oversight of fiscal and program compliance of the district’s ESL, Migrant, Homeless, and Foster Care Programs.
* Participate in fiscal and program audits of the district’s ESL, Migrant, Homeless and Foster Care Programs
* Collect data related to the ESL, Migrant, Homeless, and Foster Care students for district reporting purposes,
* Develop a high level of understanding of program requirements to become the subject-matter expert for assigned programs
* Collaborate with the District Data Manager to ensure schools are reporting timely and accurate data in EIS for ESL, Homeless, Migrant, and Foster Care students
* Manages the preparation and dissemination of program communications (e.g., brochures, recordings, newsletters, and website).
* Conducts assessments and surveys to identify the district’s needs and assess the effectiveness of the assigned programs.
* Stay up to date on changing state and federal regulations on assigned programs
* Attend relevant professional development to increase understanding of program and compliance requirements (ESEA Director Conference, PIE Conference, Lead Conference, Brunstein & Manasevit, etc.)
* Collaborate with TDOE program directors on assigned programs
* Develop and deliver professional development/training on assigned programs
* Establish and maintain productive working relationships with ASD staff, charter operators, and other stakeholders.
* Prepare weekly updates for Federal Programs Director (Mondays by 12:00 p.m.) – summarizing key work deliverables from the prior week, planning for upcoming week, and areas where assistance is needed
* Completes other duties and specials projects as assigned.

**Professional Qualifications:**

* Bachelor of Science, Arts, or Policy in education or related field
* Minimum of three years’ experience in working in education, or other related field
* Minimum of two years’ experience in working with special populations (ESL, Migrant, Homeless, or Foster Care students)

A successful candidate shall possess the following:

* Ability to compose clear, concise sentences and paragraphs
* Ability to use correct grammar, sentence structure and spelling
* Ability to work independently and make work-related decisions
* Ability to exercise good judgment in prioritizing tasks
* Ability to communicate effectively at all organizational levels
* Ability to use computer technology efficiently including Word, PowerPoint, and Excel software applications

**Salary and Benefits:**

Salary is commensurate with experience. In addition, a comprehensive benefits package is included.

**To Apply:**

Please e-mail a cover letter and resume to Sharon Smith at [sharon.d.smith@tn.gov](mailto:sharon.d.smith@tn.gov)

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