

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Director of Supplemental Programs  
**Department:** Supplemental Programs  
**Reports to:** Associate Superintendent for Elementary Education  
**Prepared Date:** April 10, 2012

**SUMMARY OF RESPONSIBILITIES**

Serves the Anoka-Hennepin School District as administrator of all supplemental programs by performing the following duties.

**DUTIES AND RESPONSIBILITIES**

- Administers Title I Federal Program including the following: application/budget (District plus each school's); curriculum - math and reading; staff development; parent involvement; assessment/evaluation; extended day programs; and extended year programs.
- Administers Title VI Block Grant Federal Programs including the following: curriculum - math and reading; staff development; parent involvement; assessment/evaluation; extended day programs (including apartment locations); and extended year programs (5 having summer programs.).
- Administers Assurance of Mastery State Program including the following: curriculum - math and reading; staff development; assessment/evaluation; extended day programs; and extended year programs.
- Administers Title II DEMSEA Federal Program.
- Administers Federal Impact Aid Program.
- Coordinates the State Compensatory Education Program for every District school.
- Performs such other tasks and assumes such other responsibilities as the Associate Superintendent may assign.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's Degree.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.