



## ASSISTANT DIRECTOR OF FEDERAL PROGRAMS

### JOB POSTING

**Role:** Assistant Director of Federal Programs

**Location:** Charter Institute at Erskine

**Location:** In Office 5 days a week

**Start Date:** February 2026

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### GENERAL STATEMENT OF JOB

The Assistant Director of Federal Programs supports the planning, administration, and fiscal oversight of federal education programs. This role assists with processing and monitoring program expenditures, compiling fiscal and compliance data, and supporting reporting requirements to ensure alignment with state and federal regulations. The Assistant Director works closely with the Federal Programs team to support daily operations, special projects, and continuous process improvement, while gaining hands-on experience in federal education funding, fiscal management, and regulatory compliance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as liaison between the individual schools and the Institute.
- Provides schools with guidance and oversight on implementation and compliance with federal programs and works on-site with schools regularly.
- Remains current on Federal regulations, policies, issues, and programs.
- Implements innovative solutions, resources, and support to assist schools with federal programs planning and compliance.
- Analyzes and tracks school data to identify needs and ensure effective and efficient spending of federal funds.
- Assists with verification of multiple grant requirements, including Parent and Family Engagement Policy, School-Parent Compact, Parent Involvement activities, Planning and Annual Meeting documentation, Parent Right to Know, Principal Attestation Letter, Employee Job Description/Contract/Schedule, Teacher Qualification, Paraprofessional Documentation, and Time and Effort.
- Visits schools on-site statewide to provide tailored training and support.
- Attends relevant school meetings, Title I Parent Meetings, etc., as needed.
- Manages federal subgrants allocated to schools and ensures that the activities funded by these grants are planned appropriately and meet allowability requirements, State requirements, and federal requirements.
- Implements best practices in budgeting, planning, reporting, and risk management.
- Works closely with schools and the South Carolina Department of Education to ensure plan/budget submissions and budget amendments are approved in a timely manner.
- Notifies Institute staff and applicable school staff of potential or confirmed non-compliance issues.
- Ensures Charter Institute at Erskine compliance as required by federal regulations and serves as a compliance resource for schools.
- Provides Supervisor and/or Department Head(s) and/or Team with ongoing reports of school federal programs status and compliance.
- Implements and enforces effective systems, policies, and procedures.
- Assists with the review and approval of programmatic and fiscal documentation for federal fund expenditures in the Institute's accounting software.
- Provides quarterly and annual reports to the South Carolina Department of Education, as needed.
- Assists the Federal Programs and Finance Departments as assigned in preparation for any Federal or State Audits.



### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree or higher from an accredited educational institution required.
- Experience planning and leading strategic organizational initiatives.
- Experience with State Accountability required.
- Proficiency with Microsoft and Google Suites.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Some statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

### **CORE COMPETENCIES:**

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintains confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

### **MOBILITY:**

Primarily sedentary, able to sit for long periods of time

### **PHYSICAL REQUIREMENTS:**

This position is primarily based on-site in an office setting.

### **ENVIRONMENTAL CONDITIONS:**

Usual Office Setting (8 am to 5 pm – Monday through Friday)

### **AFFIRMATIVE ACTION (AAP/EEO STATEMENT)**

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

### **DISCLAIMER**

This job posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.