



# TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948

PHONE: (814) 827-2715 • FAX (814) 827-7761 • [www.GoRockets.Org](http://www.GoRockets.Org)

STEPHANIE A. KEEBLER  
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.  
ASSISTANT SUPERINTENDENT

## Job Posting:

### (Anticipated) Director of Federal Programs & Curriculum/Act 93

**Work Location:** District Administration Office

**Type Position:** Permanent / Full-Time

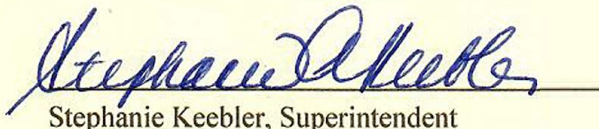
**Posting Date:** May 14, 2025

**Certifications Required:** Act 34 PA Criminal Background Check  
Act 114 Federal FBI Fingerprinting  
Act 151 PA Child Abuse Certification  
Act 126 Mandated Reporter Training Certification  
Act 24/82 Disclosure  
Act 168 Disclosure

**Qualifications:**

1. High School diploma required; Master's degree in Administration necessary
2. Five (5) years Teaching experience necessary
3. Three (3) years Administrative experience preferred
4. Reading Specialist, Curriculum & Instruction certifications preferred
5. Knowledge of Federal Programs preferred
6. Must possess computer/technology skills
7. See attached job description

**To Apply:** Send completed application requirements to:  
Stephanie Keebler  
301 E Spruce Street  
Titusville, PA 16354  
[skeebler@gorockets.org](mailto:skeebler@gorockets.org)  
814-827-2715 x8-3410

  
Stephanie Keebler, Superintendent

Cc: All buildings post

Office Use Only:

*"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."*

An Equal Rights and Opportunities School District

## **TITUSVILLE AREA SCHOOL DISTRICT**

**TITLE:** Director of Federal Programs & Curriculum

**REPORTS TO:** Superintendent & Assistant Superintendent

**DATE:** May 2025

**JOB SUMMARY:** Direct the development, implementation and evaluation of the K4-Grade 12 educational program; coordinate budgetary and implementation responsibilities for Title I, IIA, IV, RLIS and other grants; coordinate district-wide assessments and training and the administration of assessments; and coordinate district professional development.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **I. Curriculum and Instruction**

1. Monitor the implementation of the K4-12 curriculum, using the district's data warehouse to ensure consistency and equity in the delivery of the education program.
2. Facilitate the coordination of curriculum integration across subject areas and curriculum articulation among program levels K-12; and facilitate Curriculum Council meetings on a regular basis.
3. Observe instruction and learning of teachers and students district-wide.
4. Attend regional curriculum meetings to stay abreast of activities and new state initiatives.
5. Coordinate the use of educational software programs and track usage.

#### **II. Assessment**

1. Monitor student performance on state and local assessments; ensure that the district is meeting the Federal requirements for Title I, Title IIA, Title IV, RLIS and other grants.
2. Coordinate all aspects of standardized assessments including ordering, scheduling, training, administration, data collection and analysis for Keystones, PSSA, PASA, Access (ELL), DIBELS, CoGAT, and other assessments.
3. Facilitate the Instructional Responsibility process of PA Future Ready/PVAAS, to ensure all teacher and student data is accurate and current with PDE/PIMS.
4. Create, organize and distribute all local district assessments, scoring of assessments and analyzing data.
5. Manage data warehouse and provide professional development for administrative and teacher usage.

#### **III. Federal Programs**

1. Write and manage Federal and State grants, Title I, II, IV, RLIS, and other grants; provide reporting for quarterly progress.
2. Attend mandated meetings to garner new information regarding Federal Programs.
3. Supervise and evaluate Title I Specialists and Title I educational aides.
4. Collaborate with building Principals and Title I Specialists to implement and facilitate intervention opportunities in Reading and in Math.

5. Collaborate with building Principals and Title I Specialists to host parent involvement opportunities to promote the public's understanding of the district's Federal programs, and assessments.
6. Meet at least quarterly with all Title I Specialists to ensure consistency and fidelity of all intervention and instructional support district-wide.
7. Assist in preparing the District Comprehensive Plan and other State and Federal reports; facilitate the compliance monitoring process, and serve as a member of the Comprehensive Planning Team.
8. Maintain current plan for Title I services and programming.
9. Assess and monitor specific Federal Programs budget needs and submit a budget report to the Superintendents and Business Manager.
10. Collaborate with area school districts in supervising non-public Title I programs.

#### **IV. Professional Development**

1. Collaborate with the Superintendent and District Act 48 Committee to coordinate the District level professional development programs scheduled during contractual and non-contractual times.
2. Facilitate the district's Act 48 Committee meetings on a regular basis.
3. Facilitate the district's new teacher Induction program and ensure completion of the professional development section of the district's comprehensive plan.

#### **V. Learning**

1. Supervise and support the English as a Second Language (ESL) teachers and programming.
2. Participate as a member of the Titusville Regional Literacy Council.

#### **VI. Other**

1. Perform other duties as assigned by the Superintendent and Assistant Superintendent.

**QUALIFICATIONS:** Five (5) years Teaching experience necessary  
Three (3) years Administrative experience preferred  
Masters' degree in Administration necessary  
Reading Specialist, Curriculum and Instruction certifications preferred  
Knowledge of Federal Programs preferred  
Submission of pre-employment medical examination(Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
FBI Criminal History Record  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Act 26 Mandated Reporter Training  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.  
Ability to mostly sit with some walking, standing or moving throughout the work environment

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Typical office environment  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills  
Must be able to work in an environment with frequent interruptions  
Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess Leadership skills  
Must possess Supervisory skills  
Must possess Technology and Software skills  
Ability to operate various office equipment

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*