



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Director of Title I

Reports to: Executive Director of Federal Programs and Special Projects
Department: Federal Programs and Special Projects
Number of Days: 12 Months
Compensation: EL-6
Overtime Status: Exempt
Date Job Revised: December 9, 2011

Position Summary: Under direction, plans, directs and coordinates all activities, programs, and project components of Title I.

Qualifications/Job Requirements:

Education:

- Master's degree from an accredited educational institution required

Specialized Knowledge, Licenses, etc:

- Valid Oklahoma Administrative Certification required

Experience:

- Minimum of two years administrative and/or Federal programs experience required

Specific Training/Skills:

- Considerable knowledge of school law, current literature, trends, and developments in Title I
- Considerable knowledge of the principles of supervision, organization and administration
- Considerable knowledge of the grant application and administrative process
- Considerable knowledge of school finance, budgeting, and fiscal processes
- General knowledge of evaluation systems, techniques and instruments, their purpose, appropriate application and interpretation of results.

Physical Requirements (If Applicable):

Other:

- Travel

Scope of Authority (If Applicable):

- Supervision of personnel as assigned

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Directly responsible for oversight of all Title I funds

Customer Contacts:

- Internal: Central office staff, building administrators, teachers and students
- External: Parents, United States and Oklahoma State Department of Education staff, and vendors

Duties and Responsibilities:

- Administer and monitor all aspects of Title I
- Prepare all Title I applications, proposals and reports for review
- Remain current on laws and requirements regarding each program under Title I and meet with related staff to interpret and implement regulations
- Maintain a current inventory of Title I funded equipment, materials and supplies
- Monitor schools for adherence to all Title I guidelines and regulations
- Confer with district, site and participating private school administration on curriculum, coordination with project requirements and program administration
- Facilitate the integration of Title I programs with other instructional programs and services
- Facilitate appropriate professional development activities for program staff
- Oversee the development and implementation of parental involvement activities related to Title I
- Monitor the evaluation and initiate program improvement strategies
- Assist in the development of administrative guidelines and policies
- Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Serve as a team player and role model for other employees in the organization and demonstrate a commitment to continuous quality improvement and system-wide goals
- Perform other duties as assigned