



**Job Title:** Assistant Director, Grant Compliance

**Department:** Federal Programs and Special Projects

**Reports to:** Executive Director, Federal Programs and Special Projects

**Number of Days:** 12 Months

**Compensation:** EG - 07

**Overtime Status:** Exempt

**Last Revised Date:** February 4, 2019

---

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Monitor applicable federal programs and special projects for compliance with federal, state, and local regulations, policies, and procedures. Provide technical assistance and training to program directors, sub-grantees, partners, and district-level staff. Ensure equitable services are provided to all applicable private nonprofit schools.

**Minimum Qualifications:****Education:**

- Master's Degree
- Oklahoma Teacher's Certification

**Specialized Knowledge, Licenses, etc.:**

- Extensive knowledge of federal, state, and local policies and procedures related to grants management
- Administrative Certification preferred

**Experience:**

- A minimum of five (5) years of teaching experience and/or building or district level administrator experience preferred

**Specific Training/Skills:**

- Experience with federal, state, and local compliance requirements and grant-funded programs
- Ability to work well with others in a diverse educational community
- Excellent written and verbal communication skills

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

*Equitable Services to Private Nonprofit Schools:*

- Initiate timely, regular, and meaningful consultation with private school officials
- Provide private school officials with information related to the projected and/or final funding amounts for programs and services, including on the process the LEA will use in preparing its competitive grant application
- Individually consult with each participating private school to develop an accurate and thorough needs assessment, plan, and budget
- Annually assess the needs of students prior to initiating federal services and annually evaluate the effectiveness of the federal program at the end of the year
- Assist participating private schools in creating rank-ordered list of Title IA students based on multiple, educationally related criteria
- Serve as point of contact for all participating private schools and the district
- Distribute, collect, and maintain all relevant documentation for each participating private school, including intent to participate forms, program plan, budget, and technical assistance provided
- Review and approve all proposed expenditures for participating private nonprofit schools

*Compliance:*

- Support the Federal Programs and Special Projects department in managing grant budget and fiscal-related issues such as ensuring compliance and timely submission and processing of grant expenditure paperwork
- Review/certify expenditure-related paperwork to ensure sufficient funding, accuracy, and compliance

- Assist Executive Director and program directors with gathering, compiling, and analyzing information on program-related issues for preparation of required planning documents and budgets
- Provides technical assistance to grant recipients by answering inquiries and overseeing general project implementation for compliance with local, state, and federal policies and procedures related to grants management
- Stay abreast of current issues in grants management by attending relevant conferences/workshops and using attained knowledge to train staff and enhance program documentation
- Develop and update grants management documentation as necessary, including training new and existing staff and partners on relevant policies and procedures
- Assist in the development of control recommendations and supporting documentation and reports
- Monitor and review regulatory and legislative changes, USDE monitoring reports, OIG audit reports, and subsequently assist in the development, review, and modification of all relevant district policies and procedures
- Provide research support in core policy and program areas including reviewing literature, investigating issues, and conducting surveys, interviews, and site visits as necessary
- Conduct periodic audits of program documentation for compliance with rules, regulations, policies, and procedures (local, state, and federal)
- Provide professional development for new and existing staff on requirements for grants management compliance (time and effort reporting requirements, inventory requirements, necessary documentation, etc.)

*Grant Evaluation:*

- Monitor program performance including contracts management activities (activities may include but are not limited to ensuring that reports are completed on time, are reflective of contractual outcomes, and include all necessary data)
- Develop program evaluation protocols for relevant programs within the Department of Federal Programs & Special Projects, which may include reference guides; assessment tools, data collection forms and other monitoring and evaluation documentation
- Schedule and facilitate periodic progress-review meetings, requiring monthly or quarterly progress reports
- Review all milestone products (including periodic or annual yearly report)
- Ensure program data is entered on time and correctly to support program evaluation and tracking

*Other:*

- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Normal effort of occasional periods of light physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*