



Job Title: Title I Compliance Monitor

Department: Federal Programs and Special Projects

Reports to: Director of Title I

Number of Days: 12 Months

Compensation: EL 2

Overtime Status: Exempt

Last Revised Date: January 14, 2008

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 school-wide and targeted assistance Title I programs to ensure for compliance in meeting the requirements of No Child Left Behind Legislation in addition to providing technical assistance to improve planning, budgeting and strategies to improve student achievement.

Minimum Qualifications:

Education:

- Master's Degree in Education

Experience:

- A minimum of five (5) years of teaching experience and/or building level administrator
- General working knowledge of Title I
- Experience with compliance requirements and grant funded programs
- Ability to work well with others in a diverse educational community
- Demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, Power Point)
- Excellent written and verbal communication skills
- Good planning and decision-making skills

Other:

- Prefer excellent attendance record, dependable, punctual and quality job performance
- Ability to maintain confidentiality
- Assists in solving routine problems related to Title I so that the Director of Title I can work with other issues

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.

- Provide direction in formulating, implementation and coordinating Title I programs to achieve project goals and objectives
- Assist in preparing the Title I Consolidated Application
- Provide technical assistance to Title I school administrators regarding regulation and program initiatives
- Assist with budget developments at the school and District level
- Provide technical assistance in conducting needs assessment strategies and program evaluation at all Title I sites
- Monitor Title I materials and equipment inventory for school and District levels
- Provide the principal and Director of Title I with written documentation of activities that are in violation of State and Federal rule, policies and/or law
- Collect, organize and complete information necessary for project reports and program evaluation
- Collaborate with staff in facilitating program advisory committee meetings and in participating on ad hoc committees and task forces as required to ensure proper representation of the Title I Program
- Monitor Supplemental Educational Services (SES) to ensure compliance by providers and school officials
- Coordinate notification mailing regarding SES and School Choice to eligible parents and families
- Provide information and publicize services to promote, recruit and involve parents in the Title I programs
- Provide same information and services to private schools receiving Title I services
- Display ability to work collaboratively with others on a team
- Perform other job-related duties that may be required by Supervisor

Customer Contacts:

- *Internal:* School personnel, office staff and other administrators
- *External:* Extensive contacts with parents and community members

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.
- Normal effort of occasional periods of moderate 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.