



Job Title: Director of Title I

Department: Federal Programs and Special Projects
Reports To: Executive Director of Federal Programs and Special Projects
Grade: EG-09
Number of Days: 12 months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: January 1, 2016

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

Minimum Qualifications:

- Master's degree from an accredited educational institution required
- Valid Oklahoma Administrative Certification required
- Minimum of two years administrative and/or Federal programs experience required

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.

- 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
- Monitor schools for adherence to all Title I guidelines and regulations
- Facilitate the integration of Title I programs with other instructional programs and services
- Facilitate appropriate professional development activities for program staff
- 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
- Plan with executive leadership and relevant professional staff regarding the utilization of funds
- Work with designated stakeholder groups, including parents, teachers, and/or principals regarding effective implementation of Title I funded interventions and strategies
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- 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

Supervisory Responsibility:

- Supervise eight staff members

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

- Mainly in office setting
- No physical requirements

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.