



Job Title: Executive Director of Federal Programs and Special Projects

Department: Financial Services

Reports to: Chief Financial Officer

Number of Days: 12 Months

Compensation: XG-02

Overtime Status: Exempt

Last Revised Date: March 6, 2014

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: This position directs delivery of educational support services for Oklahoma's largest school district serving more than 42,000 culturally diverse students and their parents, over 3,500 certified teachers and administrators at over 80 campuses to implement the nation's landmark federal education plan, the *No Child Left Behind Act of 2001*. This position is responsible for the programmatic and fiscal compliance with laws, regulations and specific requirements established by individual funding sources of over \$55 million dollars. Direct externally funded programs including those federally funded Title I through Title X

programs under the auspices of the *No Child Left Behind Act*. This position works cooperatively across all departments and visions to align state and federal resources to District priorities. The Executive Director of Federal Programs develops relationships and works with CEOs and/or other high-level executives from private industry and businesses throughout the State for the purpose of obtaining outside funding and additional partners to build capacity for program sustainability. Collaborate with all stakeholders to assure the maintenance and integrity of empirical data as required for reporting purposes by the U.S. Department of Education and State Department of Education compliance regulations.

Minimum Qualifications:

Education:

- Oklahoma State Department of Education Teaching Certificate, Master's in Education
- Experience in grants managements and education administration
- Experience in Collaborative Leadership, Continuous Improvement Processes and Strategic Planning, Human Resource Management, Partnership Development, Public Speaking, Research-Based Professional Development and Instructional Management, and Team Building

Specialized Knowledge, Licenses, etc.:

- Extensive knowledge of State standards-based curriculum
- OCAS and State and Federal evaluation processes
- Extensive knowledge of both the financial and student database systems used by the District as well as spreadsheet and database development
- Solid strategic planning, analytical and decision-making skills
- Experience in leading diverse work teams, writing, evaluation research methods and grants administration
- Excellent communication and organizational skills required
- General knowledge of the school District's mission and goals, programs, facilities, and personnel
- Comprehensive knowledge of "Quality Management" concepts, tools, and related applications in an educational environment

Experience:

- Ten years' experience in program administration and the supervision of professional personnel

Specific Training/Skills:

- Plan, organize, coordinate and direct the implementation and monitoring of all Federally funded programs to support the district's educational goals and strategic plans
- Establishes and communicates program policies within which all other activities are carried out
- Establishes and maintains overall organization, managerial and accountability structures

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.

- Coordinate development and preparation of accountability and evaluation tools and reporting process; establish key measures to monitor program effectiveness and ensure the success of District-wide interventions
- Visit, observe and collaborate with other state programs to improve, strengthen and enhance the development and effectiveness of all federally funded programs
- Provide leadership and support for program operations in the areas of public relations, compliance and administrative services
- Coordinate with the district's Curriculum Department to converge resources and create cohesive strategies in the curriculum alignment process
- Represents the district at National and State conferences, hearings before any Legislative group and provide presentations to educational institutions throughout the State and National system
- Provide District-wide progress reports on grant programs as requested by the Superintendent and Chief Academic Officer
- Advise Tulsa Public School administrators and Area Superintendents on policy and procedural changes and assure Federal, State and interagency procedures, regulations and statues are adhered to on an on-going basis
- Confer with the Cabinet and Superintendent regarding regulations and guidelines and Board policies which determines program operations: recommend appropriate modification where necessary
- Administer multimillion-dollar annual budgets and ensure fiscal accountability for expenditure of state, Federal and general fund resources
- Promote overall effectiveness of the organization by performing tasks and sharing responsibilities of other Cabinet members
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:

- *Internal:* All externally funded program personnel within the District
- *External:* Coordinate partnership activities to assure efficient interface of resources with the needs of partnering schools and communities to be served by the prospective grants

Supervisory Responsibilities:

- Cabinet level

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

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.