



POSITION AVAILABLE

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OPEN

POSTING DATE: 03/09/2010

CLOSING DATE:

POSTING NUMBER: ADR1030

LOCATION: Central Office

POSITION: Director of NCLB Title I Programs

JOB QUALIFICATIONS:

JOB DESCRIPTION: The position of the Federal Title 1 (of the No Child Left Behind –NCLB--statute) Programs Director is established to acquire and provide experienced program and organizational management; program coordination with the leadership of the division's Federal Title II, III, IV and V programs; compliance, monitoring and operations leadership, and regular assessments of the Federal Title 1 program and its sub-activities (e.g. School Improvement, Supplemental Education Services, Public School Choice [NCLB], etc.).

DUTIES AND RESPONSIBILITIES:

Oversees all elements of the Title I program, including program planning, administration, and budget to ensure compliance with federal, state, and local requirements and effective Title I operations across the school division. Supports schools in implementing school-wide and/or targeted assistance Title I programs.

Collaborates with other ACPS departments in planning and management of the Title I programs and grants, and works to integrate Title I planning processes into division planning activities.

Participates in division meetings and prepares reports regarding Title I to the Executive Director of Strategic Initiatives, the Superintendent, and the School Board, in coordination with and in support of the Deputy Superintendent/ Curriculum and Instruction and the Deputy Superintendent/ Planning and Support Operations.

Prepares the Title I portion of the annual Federal Consolidated Application and other relevant and related reports in compliance with state and federal law.

Evaluates the effectiveness of Title I programs for the purpose of helping determine future program needs.

Serves as a liaison to the Virginia Department of Education and the federal government in areas regarding Title I. Conducts meetings and maintain minutes of the Title I Parent Advisory Committee and Title I school-based personnel. Oversees the Title I Family Resource Centers.

Represents ACPS at Title I meetings, conferences, and state technical forums, in conjunction with the respective Title I schools' principals.

Assists other personnel and performs other duties as may be required for the purpose of ensuring an efficient and effective work environment.

Reports to and is supervised by the Executive Director of Strategic Initiatives.

Knowledge, Skills and Abilities

A. Knowledge

Exhibits a thorough understanding of the programmatic and technical federal and state requirements for Title I

Possesses a strong knowledge base regarding Title I School Improvement and its implications in Virginia, public school choice (PSC), and supplemental educational services (SES)

Is knowledgeable of Virginia's Standards of Quality and Standards of Accreditation, as well as Virginia's Standards of Learning (SOL)

B. Skills

Exceptional organizational and administrative skills (i.e., can organize and conduct meetings and briefings for parents, teachers, school and community officials, and prepare appropriate materials and media for same)

Excellent oral and written communication skills appropriate for a broad range of stakeholder groups

Technology skills, including Microsoft Office Suite (particularly Word, Excel and PowerPoint) and web-based communication tools

C. Abilities

Can multitask, managing a significant number of activities, meetings, and/or events

Has demonstrated successful experience managing grants, especially state and/or federal grant applications and their compliance requirements

Is able to compile, analyze, and present Title I data to varied audiences Serves equally well in roles of leadership and collaboration in a wide variety of circumstances

Demonstrates the professional and personal characteristics necessary for working effectively with a significant diversity of school division personnel and community members

Is able to analyze issues, create action plans, and monitor progress to meet Title I and division goals

Can lead cross-functional teams

Is a self-starter

REQUIRED EXPERIENCE:

EMPLOYMENT INFORMATION:

Terms of employment: 12 month (240 days), eight hours a day

MONTHS / HOURS:

SALARY:

Support Administrator Scale, SAS-11

DAYS:

240

FROM - TO -

GRADE / STEP:

START DATE: Immediately

For additional information on how to apply, click [here](#).