



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Assistant Director, Grant Compliance

Reports to: Executive Director, Federal Programs and Special Projects
Department: Federal Programs and Special Projects
Number of Days: 12 Months
Compensation: EL-5
Overtime Status: Exempt
Date Job Revised: January 19, 2012

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.

Qualifications/Job Requirements:

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.

Physical Requirements (If Applicable):

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Other:

- Ability to maintain confidentiality.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Periodic review of applicable budgets, expenditure reports, requisition requests, invoices, and claims for compliance.

Customer Contacts:

- Internal: District personnel, school personnel, grant program managers
- External: State and federal program officers. Private nonprofit schools

Duties and Responsibilities:

Compliance

Support the FPSP 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 analysis of TPS' regulatory and internal compliance processes 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.).
Initiate reviews of overspent and/or ending grants.

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;
Monitor the evaluation team's performance, which may include requiring and holding periodic progress-review meetings, requiring monthly or quarterly progress reports;
Monitor contractor invoices relative to work progress;
Review all milestone products (including annual yearly report);
Ensure program data is entered on time and correctly to support program evaluation and tracking;

Equitable Services to Private Nonprofit Schools

Develop a yearly timeline for consultation with private 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 Title I services and annually evaluate the effectiveness of the Title I 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;
Calculate Title IA equal expenditure requirements for instruction, professional development, and parent involvement, as well as calculate per pupil amounts for other applicable federal programs;
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.