



Job Title: Executive Director, Federal Programs and Special Projects

Reports to: Assistant Superintendent of Curriculum & Instruction, Federal Programs and Professional Development

Department: Federal Programs and Special Projects

Number of Days: 12 Months

Compensation: XP-02

Overtime Status: Exempt

Date Job Revised: September 16, 2013

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.

Qualifications/Job Requirements:

Education:

- Oklahoma State Department of Education Teaching Certificate, Masters 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.

Scope of Authority (If Applicable):

- Cabinet level

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.

Duties and Responsibilities:

- 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 statutes 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 multi-million 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.

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