



Job Title: School Support Partner

Department: Federal Programs & Special Projects
Reports To: Director of Title I
Grade: BG-09
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: February 29, 2016
Overtime Status: Exempt

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 the general guidance from the Director of Title I, work in a team oriented environment to monitor program implementation and provide technical assistance to improve Title I planning, budgeting, and needs analysis to support school improvement strategies and evaluation measures to meet the requirements of the Every Student Succeeds Act legislation.

Minimum Qualifications:

- Two years administrative or Federal programs experience

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Assist principals in maximizing grant funding to most effectively leverage resources to improve student achievement.
- Provide direction in formulating, implementing, and coordinating the Title I programs to achieve the project goals and objectives.
- Review site plans and budgets from all funding sources to assist sites in coordination of federal and non-federal funding and programs.
- Provide technical assistance to assigned Title I sites regarding regulations, parent involvement outreach initiatives, program implementation preparation, evaluation and monitoring, and conducting needs assessment strategies at Title I sites.
- Assist in program planning and budgeting at both the site and District level.
- Provide the principal and the Director of Title I with written documentation of activities and/or behavior that may constitute an infraction of Local, State, or Federal rules, policies, and/or laws.
- Assist in the development and monitoring of progress for school sites identified for improvement.
- Provide compliance monitoring for all Title I programs.
- Collect, organize, and compile information necessary for project reports, intervention activities, and program performance evaluation.
- Assist the Director of Title I with the preparation of the District's annual Title I consolidated application, budget, and reports required by Local, State, or Federal education officials.

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

- General working knowledge of Title I.
- Experience with compliance requirements and grant funded programs.
- Ability to work well with others in a diverse educational community.
- Demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Good planning and decision making skills.

Supervisory Responsibility:

- None

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

- Standard office environment

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