



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Title I Compliance Monitor**

**Reports to:** Director of Title I  
**Department:** Federal Programs  
**Number of Days:** 12 Months  
**Compensation:** EL 2  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Monitor School-wide and Targeted Assistance Title I programs to ensure for compliance in meeting the requirements of No Child Left Behind Legislation in addition to providing technical assistance to improve planning, budgeting and strategies to improve student achievement.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Master's Degree in Education

##### **Experience:**

- A minimum of five (5) years of teaching experience and/or building level administrator.
- 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, Power Point).
- Excellent written and verbal communication skills.
- Good planning and decision making skills.

##### **Other:**

- Prefer excellent attendance record, dependable, punctual and quality job performance. Ability to maintain confidentiality. Assists in solving routine problems related to Title I so that the Director of Title I can work with other issues.

#### **Customer Contacts:**

- Internal: School personnel, office staff and other administrators.
- External: Extensive contacts with parents and community members.

#### **Duties and Responsibilities:**

- Provide direction in formulating, implementation and coordinating Title I programs to achieve project goals and objectives.
- Assist in preparing the Title I Consolidated Application.
- Provide technical assistance to Title I school administrators regarding regulation and program initiatives..
- Assist with budget developments at the school and District level.
- Provide technical assistance in conducting needs assessment strategies and program evaluation at all Title I sites.
- Monitor Title I materials and equipment inventory for school and District levels.
- Provide the principal and Director of Title I with written documentation of activities that are in violation of State and Federal rule, policies and/or law.
- Collect, organize and complete information necessary for project reports and program evaluation.
- Collaborate with staff in facilitating program advisory committee meetings and in participating on ad hoc committees and task forces as required to ensure proper representation of the Title I Program.
- Monitor Supplemental Educational Services (SES) to ensure compliance by providers and school officials.

- Coordinate notification mailing regarding SES and School Choice to eligible parents and families.
- Provide information and publicize services to promote, recruit and involve parents in the Title I programs.
- Provide same information and services to private schools receiving Title I services.
- Perform other job related duties that may be required by Supervisor.