



Announcement of Unclassified Vacancy
OKLAHOMA STATE DEPARTMENT OF EDUCATION

**Team Leader – Office of Grants Planning
(Titles I, II, V, VI and X)**

Office of Standards and Curriculum ~ School Improvement Division ~ Hodge Building, Oklahoma City
(Applications will be accepted until position has been filled)

GENERAL DESCRIPTION

Provide leadership and administration for federally funded educational programs provided under Title I, Part A, Title I, Part B- Subpart 1 and 3; Title I, Part C; Title I, Part D; Title I, Part F; Title II-Part A, Title II-Part B/Mathematics and Science Partnerships, Title V, Title VI; and Title X, Part C; perform related work as required.

MINIMUM QUALIFICATIONS

1) Graduation from an accredited college or university with a master's degree in education [official transcripts required upon hire]; 2) possession of a valid teaching certificate, and 3) experience in public school administration or federal programs administration.

KNOWLEDGE/SKILLS/ABILITIES

- Thorough knowledge of the theories and practices of federal and state school laws, rules and regulations; general knowledge of the principles and practices of school administration, finance, curriculum and instruction, professional development and federal assistance programs.
- Ability to direct the work of others; to exercise good judgment in analyzing situations and making decisions; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative; to adapt to an automated work environment; conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Responsible for approval and implementation of federal education programs for elementary and secondary education in Oklahoma including programs for eligible children and families in public school districts, and eligible students attending public charter and private nonprofit schools. Responsible for general administration, planning and monitoring of such programs.
- Collaborate with Office of Grants Management Team Leader to provide program specific assistance for Consolidated State Application related to review of plans and budgets, action steps and strategies ensuring federal requirements are followed.
- Analyze ESEA reauthorized regulations for all programs; identify program areas requiring assistance from SDE to meet applicable legal requirements for SDE & LEA; implement technical assistance to inform & support schools & state staff.
- Responsible for assisting in implementing programs in the LEA that focus on high standards of teaching and learning performance for all students and which result in continuous learning; responsible for designing and implementing programs in the LEA that provide direct links with parents and communities including input into decision-making processes affecting students served in programs supported by applicable federal funds; provide leadership in developing and planning programs in LEA with focus on flexibility and decision making designed around identified needs, goals and objectives aligned to the Oklahoma Nine Essential Elements.
- Supervise the monitoring and evaluation of approved plans and projects in local school districts and participating private non-profit schools.
- Assist in planning and implementing a program of public information about federal supplementary educational programs including the releasing of certain information in the State Department of Education to interested individuals; assist in involvement of parents, teachers and administrators in the development, implementation and improvement of local programs supported by federal education funds; address various civic groups, teachers and school officials on the subject of federal assistance programs; provide communication to school districts through the State Department of Education NCLB Web site; Title programs Listserv; videoconference center presentations; Committee of Practitioners meetings; state/regional conferences and written letters, memorandums and e-mails.
- Supervise support and professional staff of federal programs comprising the Collaborative Federal Program team.
- Conduct annual evaluation of programs and produce required information for annual reports including but not limited to the Consolidated State Performance Reports and monthly reports of monitoring and program plan reviews.
- Supervise School Support Teams & School Support Coordinators providing technical assistance/support for schools & districts, particularly those in School Improvement status based on Adequate Yearly Progress (AYP) determinations.
- Applicants must be willing and able to perform necessary job-related travel.

COMPENSATION

Annual Salary	\$57,855	Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.
Retirement Contribution	7% of annual salary	
Insurance (health, life, dental, disability) (PLUS A PORTION OF DEPENDENT COVERAGE)	\$6,307	

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

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