

Staff Specialist - Federal Grants

Under the leadership of the Coordinator - Secondary (Title I) the Specialist is responsible for providing guidance, professional development, and technical assistance to administrators and teachers to ensure effective implementation of Title funded activities. The Specialist helps to establish accountability measures for school programmatic work and monitors progress on performance planning, targets, and school and student improvement outcomes. Additionally, the Specialist provides support and oversight for the district's implementation of the Title II funds.

Essential Functions

- Designs and provides quality technical assistance to schools, create and execute accountability systems, and leverage data to drive decision making at the school and district level.
- Establishes a framework to ensure that Title I and Title II are fully utilized in accordance with the program requirements.
- Monitors the implementation of the Title I and Title II initiatives by ensuring that programs adhere to the established timelines.
- Tracks expenditures of each initiative to ensure that all funds are fully spent according to the approved grant.
- Completes all required reports from Maryland State Department of Education (MSDE) and U.S. Department of Education (USDE).
- Prepares and submits any needed amendments to MSDE.
- Conducts regularly scheduled sessions with stakeholders to assess program status and to address needs/concerns.
- Serves as liaison with district offices leading the programmatic implementation using federal grant funding and MSDE on all grant issues and matters.
- Prepares annual grant updates as requested by MSDE or any internal department.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school boards policies and the professional standards.

Maximum Salary\$126149.00

Minimum Salary\$83213.00

Desired Qualifications

- Bachelor's degree in an educational field or business administration; Master's degree preferred. Degree must be from an accredited college or institution.
- Three years related experience in grants management or experience coordinating and/or implementing K-12 education programs.
- Knowledge of Title I and Title II guidelines and requirements (preferred).

- Knowledge of grant management and reporting procedures, practices, and techniques preferred.
- Ability to work independently and, when necessary and appropriate, collaboratively with district office and school staff.
- Strong analytical skills with the ability to analyze quantitative data and develop reports to monitor implementation status and initiative success.
- Excellent verbal and written communication skills, including the ability to make effective presentations to diverse audiences.
- Interpersonal skills that ensure effective teambuilding.
- Proficient in the use of computer applications including Microsoft Office, particularly PowerPoint and Excel.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:

<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and](#)

[Third Parties](#)), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice](#).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$83,213 - \$102,955).