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Job Title: Manager – Federal Grants

Salary Range:

\$84,000 - \$94,500

Job Summary: The Manager – Federal Grants works under the leadership of the Director of Data Monitoring and Compliance the Manager is responsible for providing leadership, guidance, professional development, and technical assistance at a senior level for Title I grants management in accordance with federal regulations and guidance.

Essential Functions:

- Provides overall leadership and technical assistance for all aspects related to Title I monitoring and compliance.
- Advises Data Monitoring and Compliance director on all matters related to Title I programs, policies, and initiatives
- Collaborates with the Director to identify priorities and needs for the purposes of developing results against system-wide and division metrics.
- Provides guidance, technical assistances and capacity building professional development to central office and school based staff to ensure compliance with all Title I requirements,
- Supervises the monitoring and tracking protocol of selected Title I components such as the spending of grant dollars, assignment of staff, and the implementation of Title I funded programs and activities.
- Serves as the point of contact for all MSDE and Federal monitoring activities for Title I.
- Completes all Title I related master plan documents, grant proposals and reports, ensuring all are submitted accurately and in a timely manner.
- Ensures guidance, support and monitoring is provided to school to ensure all school improvement plans include the required elements for the Title I spending plan.

Desired Qualifications:

- Bachelor's degree and 5 years of relevant experience; Master's degree and 3 years of relevant experience, or PhD. and 1 year of relevant experience.
- Five years leadership experience in K12 administration to include the direct application and/or interpretation of Title I regulations and responsibility for the management of grant funded programs.
- Thorough knowledge of Title I and ESEA (NCLB) guidelines and requirements.
- Knowledge of professional development standards and best practices preferred.

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 if applicable
- 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

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

Baltimore City Public Schools provides excellence in education for every child at every level by focusing on instruction, managing systems efficiently, and sustaining a culture of excellence. Led by Chief Executive Officer, Sonja Santelises, City Schools is among the country's largest urban school districts with nearly 84,000 students and a budget of \$1.34 billion. City Schools' portfolio includes schools with distinct academic focuses, a range of grade spans, all-boys and all-girls schools, charter schools - a range of options to meet the needs of every student and the professional interests of every teacher. Our students walk through the doors of City Schools filled with talent, dreams, and enormous potential. Our responsibility is to provide the world-class education that will empower them to hone their gifts and give them the skills they need to pursue the future that calls them.

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