Specialist - Turnaround Schools

Under the direction of the Manager - School Turnaround, the Specialist supports the strategy development and implementation for MSDE designated Title I Priority School, Comprehensive Support School and School improvement Grant (SIG) strategy development, monitoring and implementation. The Specialist works closely with staff throughout the Academic and Chief of Schools offices to ensure Turnaround Schools are implementing interventions with fidelity to the specifications outlined in the grants and performs regular data analysis to ensure that the Turnaround Schools are on track to meet the performance targets outlined in the grant. The Specialist prepares and communicates results through reports and presentations to facilitate monitoring and necessary supports to the Turnaround Schools. **This is a grant funded position where continuation is contingent upon available funding.**

**Essential Functions**

- Supports the development of strategy and monitoring of Title I Priority School, Comprehensive Support School and School Improvement Grant implementation.
- Works with the Manager - School Turnaround to ensure interventions are implemented with fidelity and in ways that are impactful for improving student achievement.
- Participates in cross-functional teams related to the Turnaround Schools and implementation of the grant including but not limited to assigned schools, Academic Offices, Chief of Schools, and Achievement and Accountability.
- Works in collaboration with Data Monitoring and Compliance unit within OAA to track and document financial components of the grant and ensures that expenditures are made in alignment with the grant allocations.
- Collaborates with appropriate principal supervisors and school based staff to support implementation in alignment with district and school turnaround strategy.
- Supports identified schools and collects necessary documentation and artifacts to demonstrate compliance with the grant.
- Prepares regular reports for district and/or state review.
- Coordinates and participates in monitoring visits from district or state leadership.
- Ensures compliance with all Title I policies and procedures.
- Provides advice and technical assistance in the implementation of related grant programs and reporting.
- Prepares data analysis for each assigned school on a regular basis to inform the support and accountability efforts.
- Coordinates with key budget and financial staff, as appropriate.
- Uses computer packages, databases, and online services to track and manage grant information and generate reports.
- 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 $86801.00
Minimum Salary $70148.00

Desired Qualifications

- Bachelor’s degree in education, public policy, business administration, or a related field from an accredited college or university (Master's preferred).
- Three (3) years successful related professional experience in academic administration or in monitoring sponsored or non-sponsored projects and tracking expenditures.
- Prior experience in Title I or grants management preferred.
- Comprehensive understanding of whole-school reform models, particularly as it relates to urban K-12 school systems.
- Thorough knowledge of federal, state, and local policies, including ESSA, Title I, and COMAR.
- Demonstrated ability to express ideas effectively, both orally and in writing.
- Demonstrated ability to develop, analyze and present high-level quantitative data.
- Demonstrated ability to develop and maintain effective relationships with a wide range of stakeholders, including staff and partners; community agencies; and federal, state, and local officials.
- Demonstrated ability to think strategically while simultaneously delivering tactical solutions.
- Demonstrated ability to multitask effectively.
- Ability to analyze, interprets, and report findings and recommendations regarding grants management processes.
- Proficient in the use of technical 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 City Schools' non-discrimination statement. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

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

This position is affiliated with the City Retirement Plan.