Manager-Federal Grants

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 assitances 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.
- Implements a system of self-monitoring to ensure district is in compliance with all aspects of the MSDE annual program review.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination polices; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary $112750.00
Minimum Salary $100222.00

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.
- Ability to work independently and, when necessary and appropriate, collaboratively with school and central office staff.
- Strong written and oral communication and human relations skills.
- Working knowledge of budget design and accounting procedures.
- Prior experience in grants management and data analysis.

**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](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 not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.