Staff Specialist - Title I

Provide oversight and leadership in the compliant implementation of the Title I Part A grant.

Essential Functions

- Responsible for designing and developing a framework to assure that funds provided to the Baltimore City Public Schools under the Title I Part A are fully utilized in accordance with the program requirements.
- Monitors the implementation of the Title I Part A 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).
- Provides technical assistance to internal and external stakeholders as requested.
- Works with Grants Administration to prepare and submit any needed amendments to MSDE.
- Conducts regularly scheduled sessions with stakeholders to assess program status and to address needs/concerns.
- Serves as liaison with 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 $89405.00
Minimum Salary $72252.00

Desired Qualifications

- Bachelor's degree in an educational field (required); Masters degree preferred
- Three years related experience in grants management or experience coordinating and/or implementing K-12 education programs
- Knowledge of No Child Left Behind (NCLB) and the Elementary and Secondary Education Act (ESEA) guidelines and requirements
- Knowledge of grant management and reporting procedures, practices, and techniques
- Working knowledge of budget design and accounting procedures
- Ability to work independently and, when necessary and appropriate, collaboratively with central office and school staff
- Strong analytical skills with the ability to analyze quantitative data and develop reports to monitor implementation status and initiative success of extended learning programs
- 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.

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.