



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Title One Office
Payroll/Personnel Type:	12 Month
Job #:	8463
Reports to:	Chief of Schools
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$140,000

Position Summary: The Director of Title One Office oversees the overall development and implementation of procedures and programs for the title 1 schools.

Essential Functions:

- Manages the team members within the office of Title I.
- Oversee the development of comprehensive program plans, implementation of planned programs and monitoring of budgets in accordance with established federal, state, and local policies
- Leads the development of school Title I.A Accountability plans and the district's Consolidated Application.
- Collaborates with the Office of Financial Management to ensure compliance with all State and Federal laws.
- Leads the tiered monitoring process on an annual basis and is responsible for the coordination and submission of required documents.
- Responsible for coordinating with non-public schools regarding Non-public Registration.
- Manages non-public registration process and submissions to the Department of Elementary and Secondary education on an annual basis.
- Plans with professional staff in the utilization of funds available to the schools through the various federal programs.
- Conducts staff development on federal laws and procedures for principals, teachers, and other staff as needed.
- Manages personnel administration duties including hiring, evaluating, assigning special duties, monitoring attendance, travel reports and granting leave.
- Coordinates, implements, and supervises the Federal Programs program activities in accordance with the District's Consolidated Application
- Assists with additional duties as assigned by the Chief of Schools

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state laws regarding education and students
- Excellent verbal and written communication skills
- Displays a significant degree of professionalism and confidentiality
- Independent initiative and decision-making
- Detail-oriented with a high degree of follow-through
- High level of competence in Microsoft Office skills



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Experience:

- At least three years' classroom teaching experience (required)
- A minimum of 3 years of Leadership and/or Program Management experience (required)

Education:

- Master's Degree in Education or related field (Required)
- Doctorate (Preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.