



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • [www.hcpss.org](http://www.hcpss.org)

## **Title I Program Manager (funded by Title I)**

*A completed application includes all application materials and three supervisory references.*

*This position is posted until filled, with an initial screening date of August 21, 2018.*

*Applicants are encouraged to submit their materials in a timely fashion.*

### **DESCRIPTION**

Under the direction of the Director of Program Innovation, the Program Manager provides leadership in implementing all aspects of the Title I law that is part of the *Every Student Succeeds Act (ESSA)*.

### **ESSENTIAL JOB FUNCTIONS**

- Assumes responsibility for the continuous improvement of the Title I Program.
- Provides support for instruction in Title I schools to facilitate student learning.
- Creates a vision for, manages, and provides leadership to the Title I Program.
- Possess a clear understanding of Title I law and regulations to assure that the Title I program is always in compliance with federal regulations.
- Provides interpretation of Title I regulations to the Title I schools in matters relating to Title I staffing, student services, family involvement, and purchases.
- Develops procedures for ongoing evaluation of HCPSS Title I programs and develops strategic plans for continuous improvement.
- Collaborates with Central Office staff, school-based personnel, Maryland State Department of Education (MSDE) staff, auditors, and community members to provide Title I services.
- Ensures the completion of required local, state, and federal reports, such as the Comparability Report and the Title I Application of the Bridge of Excellence Annual Update.
- Budgets and manages the multi-million dollar Title I grants.
- Completes all reports related to grant compliance.
- Ensures Title I records and files are complete and well-maintained.
- Promotes and supports Howard County nonpublic school participation in Title I.
- Collaborates with Pupil Personnel Services to provide services to students in foster care and students experiencing homelessness.
- Provides professional learning on instruction, family involvement, and school improvement and other Title I related topics.
- Keeps abreast of current developments in areas of curriculum, pedagogy, learning theory, program organization, and educational administration as they relate to education of students receiving free and reduced-priced meals (FARMs).

- Represents the HCPSS at Maryland State Department of Education Title I administrative meetings, as appropriate.
- Attends HCPSS Board of Education meetings and public budget hearings, as appropriate.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **QUALIFICATIONS**

**Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- Have a Bachelor's degree in Education or a related field.
- Hold, or be eligible for, a valid Maryland Advanced Professional Certificate.
- Have three years of successful leadership experience within a PreK-12 setting.
- Have experience with grant management.
- Have five years of successful teaching experience in a PreK-12 public school setting, including experience working with diverse learners.
- Outstanding human relations skills as demonstrated by working effectively with educational staff, students, and the general public.
- Excellent oral and written communication skills.
- Excellent organization and time management skills.

## **PREFERRED QUALIFICATIONS**

- Hold Administrator I endorsement.
- Have a Master's degree in Education, Curriculum and Instruction, Administration and Supervision, or a related field.
- Demonstrated project management experience.
- Experience designing and delivering professional learning opportunities.
- Experience developing school system budgets.
- Experience providing academic interventions to students.

## **SALARY**

This is a 12-month position on the HCEA Other Certificated salary schedule within the Facilitator lane or on the HCAA School-Based Administrators, Coordinator, Instructional Facilitators and Athletic/Activities Managers Salary Scale. Within HCEA, the salary range is \$82,714-\$127,073. With HCAA, the salary range is \$85,120-\$145,223. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the Master Agreements. Under the Fair Labor Standards Act, this position is exempt from overtime.

This is a grant-funded position. Continuation of this position beyond one year is contingent upon continued grant funding.

## **APPLICATION**

A complete online application and all application materials, including **three** reference surveys, must be submitted in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

## **ADDITIONAL INFORMATION**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.**

*Equal opportunity employer*

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.