Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://www.ok.gov/sde/jobs

Assistant Director – Titles I, II, VI & X (266)

Federal Programs Division, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction of the Executive Director of Title I, IIA, VI and X, perform professional and administrative work related to scientifically based research programs under Title I, IIA, VI and X, Office of Federal Programs.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree ***[official transcript(s) required],***
- Experience as a Program Specialist (OSDE), school teacher, or federal programs officer at the district level.

KNOWLEDGE/SKILLS/ABILITIES

- Thorough knowledge of the theories and practices of federal and state school laws, rules and regulations, especially as they pertain to Title I programs; general knowledge of the principles and practices of federal assistance programs.
- Ability to direct the work of others; to establish and maintain satisfactory and effective working relationships with fellow employees, public school administrators, and the public in general; to present facts and opinions clearly and concisely.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Review and approve Title I, IIA, VI applications. Provide assistance where needed to enable schools to comply with state/federal laws and help students meet challenging state content standards.
- Support local education agencies in the implementation of scientifically based research programs that enable all students to acquire knowledge and skills included in challenging state content and performance standards.
- Oversee schoolwide site plans, district consolidated monitoring processes, Ed Jobs funds, provide technical assistance to private schools and districts; coordinate Professional Learning Community teams; attend national conferences aligned with specific programs served, and perform research for various USDE requirements.
- Display the human relations and team work necessary to advance the purposes of the Title I section and the agency goals.
- Develop computer literacy in order to become proficient on Title I software and communication necessary for compliance with state /federal laws and support of schools.
- Perform all other duties as assigned.

COMPENSATION

Annual Salary - $50,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - $7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; $25 tax-deferred compensation match available.

Code: 4908 Posted: June 7, 2013

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. Fifty copies have been prepared at a cost of two cents per copy. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. June 2013