



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Director I, State & Federal Programs	<b>Last Revised/Approved:</b> June 2022
<b>Job Code:</b> TBD	<b>Reports To:</b> Chief Financial Officer
<b>Office:</b> Finance	<b>Department:</b> State and Federal Programs

<b>Compensation Information</b>	
<b>Pay Grade:</b> 14A	<b>Pay Range:</b> \$93,386 – 134,865
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Directs and oversees almost \$1,000,000,000 of state and federal grant applications and performance compliance, both competitive and formula funding. Oversees the development of comprehensive program plans, ensuring planned program compliance, and monitoring budgets following established federal, state, and local laws, policies, regulations and guidance. Collaborates with district staff across departments to ensure program quality. Plans and implements a schedule of grant monitoring within the district and facilitates the process for monitoring by the Wisconsin Department of Public Instruction or the federal government.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Management Competencies:**

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*

✓ *Do people in similar positions elsewhere do this function?*

- Directs development and monitoring of Milwaukee Public Schools' (MPS) state and federal grant programs, whether formula or competitive.
- Meets with the Chief Financial Officer, the Wisconsin Department of Public Instruction and MPS administrators to gather information, solve problems and discuss, evaluate, develop and make recommendations for the most efficient use of funds.
- Creates reports and presentations and updates the Milwaukee Board of School Directors concerning state and federal funding.
- Works closely with the annual audit and uses the information to improve the district processes and monitor compliance.
- Represents the district concerning federal and state grant funds with outside organizations such as state agencies, federal agencies and the Council of the Great City Schools.
- Ensures that state and federal grant programs comply with federal, state and local guidance and regulations, such as the Uniform Guidance, procurement policies, grant award notifications, grant assurances and audit and monitoring requirements.
- Keeps current on all state and federal program guidelines, requirements and processes to ensure the district complies. Uses the knowledge to build the capacity of other administrators that implement state and federal programs.
- Provides information about, interprets and makes recommendations about the effects of current and pending federal and state legislation to the CFO, superintendent and the Milwaukee Board of School Directors.
- Develops, recommends and implements budgets for assigned areas and closely monitors expenditures to ensure compliance with approved budget.
- Oversees on-time preparation of annual applications for federal and state funds and ensures completion of application amendments through the state and federal grant portals.
- Reviews goals, objectives and performance measures to ensure alignment to the district and funding priorities, to make sure they are measurable, and that they will move the district forward in support of system goals and priorities.
- Develops allowable expenditure documentation for the district based on grant regulations/guidance and provides oversight to the dissemination of and adherence to the guidance.
- Prepares district budgets for Title I, II, III, and IV and ensures comprehensive financial management.
- Works with leadership to develop plans for the effective use of federal categorical funds.
- Provides support and oversight for evaluating program effectiveness, required program monitoring and compliance with federal, state and local regulations.
- Provides leadership, support and oversight for competitive grant development throughout the district.
- Provides leadership, support and oversight for non-public equitable participation in federal programs.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with staff, assists with complex situations and provides technical guidance and expertise to address problems in assigned area.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a master's degree in educational leadership from an accredited college/university.
- Requires a license issued by the Wisconsin Department of Public Instruction as a Director of Special Education and Pupil Services (# 80) or Principal (# 51) OR the ability to obtain the license within two years.

## ***Experience Requirements:***

- Five or more years of supervisory experience is required.
- Administrative experience with federal funds, including a focus on federal grants is required.
- Experience with monitoring use of federal funds is necessary.
- Knowledge of federal grant programs

## ***Knowledge, Skills and Abilities:***

- Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization.
- Thorough knowledge of federal grant law and guidance that applies to school districts is necessary.
- The ability to facilitate community engagement sessions and other meetings, conduct monitoring conferences and create reports is needed.
- Technological literacy and experience working with computer information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required.
- Demonstrated ability to perform multiple tasks under deadlines with minimal supervision and direction is expected.
- The position requires effectively communicating with the Milwaukee Board of School Directors, administrators and other key personnel within the district.
- Must be able to work with a diverse population.
- Must multi-task effectively, think creatively within the laws/regulations and meet changing deadlines.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General Office environment with occasional travel around the city of Milwaukee

## **Physical Demands:**

- General office environment, must be able to handle light lifting and occasional standing, bending.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.