



POSITION DESCRIPTION

JOB TITLE: Title 1 Specialist Job Class:	
DATE	Office of Family Services Title 1
BARGAINING UNIT: ASC	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides critical support to the Title 1 Coordinator in the areas of administration, budget, accounting and financial reporting.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Analyzes and monitors the expenditures and revenues related to Title 1-A, Title II-A and Title III-A public and non-public school allocations. Recommends improvements in fiscal practices implements approved changes.
2. Consults with appropriate school personnel and conducts site visits and audits at Title I-A non-public and public school sites to ensure that accurate and complete information related to the delivery of Title program services for participating schools (public and non-public) is used per ESEA and district requirements.
3. Develops and facilitates requests for proposals (RFPs) and contracts as needed to fulfill program related needs.
4. Analyzes financial information regarding Title I non-public and public school allocations as well as financial reporting to internal and external agencies.
5. Assembles spreadsheets and creates computer charts and graphs used to illustrate technical analysis. Maintains analysis in final form for reports to external agencies, senior executive staff and the Milwaukee Board of School Directors and through reports posted on the Title I web site.
6. Assists in the maintenance of the Title I web site, Title I handbooks, catalogs and other publications as necessary.
7. Reviews and provides feedback on annual reports that are required of third party vendors.

8. Maintains orderly records and electronic/hardcopy files with appropriate back-ups for sharing over a PC local area network (LAN).
9. Oversees Title I-A vendor supplied services to non-public and public schools.
10. Reviews program expenditure requests from public and non-public schools under Titles I-A, II-A and III-A district grants for which equitable participation of non-public schools is required.
11. Participates in the development of the district's annual Consolidated Elementary and Secondary Education Act (ESEA) application process.
12. Actively supports the MPS strategic plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Title I Coordinator.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in finance, public policy, business, education or a related field.

Experience Requirements

Five years of progressive experience in a combination of administration, accounting, budgeting or auditing is required. Experience working in a public sector environment is desired.

Knowledge, Skills, and Abilities

Effective oral and written communications and presentation skills are essential. The ability to communicate complex financial data to non-finance administrators and stakeholders is necessary. The ability to gather data, compile information and prepare reports is necessary. Must be able to develop effective working relationships with diverse staff and stakeholders. Experience with project management is required. Must have the ability to prioritize and work independently; excellent planning and organizational skills are required. Must be able to juggle multiple projects with varying deadlines. Experience managing budgets is required. Advanced PC skills with MS Office software is required. Knowledge of database applications is desired.

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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.

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

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.