

**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://ok.gov/sde/jobs**



## **Program Specialist I (591)**

**Titles I, II, VI & X, Hodge Building, Oklahoma City**

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

### **GENERAL DESCRIPTION**

Under general direction, perform professional and administrative work related to scientifically based research programs under Title IA, Title II, Title VI & Title X, Office of Federal Programs Division.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a bachelor's degree [*official transcript(s) required*];
- Minimum two years' experience as a school teacher/administrator/federal programs administrator.

**OR**

- Graduation from an accredited college or university with a bachelor's degree [*official transcript(s) required*];
- Minimum one year's experience in Federal programs.

### **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, II, VI & X 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 Title I, II, VI & X applications, claims and revisions. Monitor Title I schools according to federal guidelines. Provide assistance where needed to comply with state/federal laws and to enable schools to 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. Participate as a member of the School Support Team that assists districts and sites identified for School Improvement as required.
- Display the human relations and team work necessary to advance the purpose of the Federal Programs Division and the agency goals.
- Develop computer literacy in order to become proficient on Title I software/MTW online system and communication necessary for compliance with state/federal laws and support of schools.

### **COMPENSATION**

Annual Salary - \$43,000      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691  
*Additional benefits include 11 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: 7152

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