



Job Posting

Position Title:

Director of IDEA and ESEA Monitoring

Reports To:

Eve Carney, Executive Director, Consolidated Planning and Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description: The Director of IDEA and ESEA Monitoring will be positioned within the Division of Consolidated Planning and Monitoring and will carry out the responsibilities of statewide planning and implementation of Results-Based Monitoring of all IDEA and ESEA grant programs. This position is also responsible for the supervision of five (5) staff and requires management and oversight of multiple statewide and regional projects and initiatives.

Specific Position Responsibilities:

- Administration of IDEA and ESEA Results-Based Monitoring of all IDEA and ESEA programs statewide
- Development of monitoring instruments, materials and processes required for compliant monitoring
- Management of Web Based Monitoring System (WBMS)
- Onsite monitoring and technical assistance regarding IDEA and ESEA
- Assist with review and approval of Consolidated Funding Applications
- IEP record reviews
- Training and meeting facilitation
- Supervision of staff to ensure all timelines and grant requirements are met
- Other duties as assigned



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Qualifications:

- Bachelor's degree (minimum) in relevant field
- Five years of experience with IDEA
- Three years of experience with grant management preferred
- Experience and/or working knowledge of ESEA
- Knowledge of Microsoft Office Suite – proficiency with Excel and Word required
- Very strong organizational skills
- Very strong oral and written communication skills

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Valerie.Starks@tn.gov. Closing date for applications is August 14.

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