

# Alain Love-Davis

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## Summary of Qualifications

- Successful Administrative and Financial Management experience at school and district levels
- Strong prioritization and multi-task skills
- Excellent communication skills
- Assisted in the development of handbooks and procedures to organize workflow
- Served on planning committee for district-wide Administrative Conference
- Able to triangulate data to identify school improvement efforts to increase student achievement

## Education

### **Educational Specialist, L-6**

*Jacksonville State University, Jacksonville, Alabama, June 2004*

### **Master of Science in Education, L-5**

*Jacksonville State University, Jacksonville, Alabama, August 2000*

### **Middle School Certification, T-4**

*Fort Valley State University, Fort Valley, Georgia, July 1997*

### **BBA Degree in Finance**

*Georgia State University, Atlanta, Georgia, March 1988*

## Work Experience

### **Coordinator III, Office of Federal Programs, DeKalb County School District, Stone Mountain, GA, 2018 - Present**

- Review and monitor federal grant budget expenditures to verify compliance
- Review contracted services for compliance
- Prepare for GaDOE state monitoring
- Serve as Title I Targeted Assistance Program liaison
- Collect Time and Effort documents for compliance
- Monitor Title I staffing
- Provide training to school-based administration on federal grant requirements and budgets
- Review and analyze data
- Assist with the CLIP

### **Coordinator II, Office of Federal Programs, DeKalb County School District, Stone Mountain, GA, 2015-2018**

- Monitor Title I budgets
- Review for approval Title I purchase and professional development request
- Assist schools with development of the SWP and TA plans
- Provide technical assistant to principals and bookkeepers
- Review schools' Title I paperwork for compliance
- Provide training to principals
- Review and analyze data
- Monitor Targeted Assistance and Schoolwide Title I schools for compliance
- Serve as District AdvancED team member

### **Community School Director, Shiloh High School, Gwinnett County Public Schools, Snellville, GA, 2015**

- Manage and oversee use of facilities for seven schools
- Manage Community School budget
- Manage Title I funds and serve as Title I contact
- Assist with managing inventory
- Serve as Textbook Coordinator

**Coordinator/Assistant Director of Federal Grants and Programs, Atlanta Public Schools, Atlanta, GA, 2012-2015**

- Manage budget for Title I, School Improvement Grant (SIG) 1003(g) and School Improvement Grant 1003(a)
- Monitor Non-Negotiables for SIG and Priority Schools
- Assist Priority, Focus and Alert schools with development of the School Improvement budget to ensure compliance with use of funds
- Support SEA monitoring of Priority Schools
- Analyze and review school's data to ensure use of funds supports the school's comprehensive needs assessment
- Assist with writing Corrective Actions
- Review Title I Schoolwide plans and budgets
- Assist with development of Internal Procedures Manual
- Assist with development of Federal Grants Manual/Title I handbook for schools
- Assist with hiring of staff
- Assist with budgets for Flexible Learning Program
- Serve as a member of the Leadership Team of SIG schools
- Serve as liaison between the school, district and Georgia Department of Office of School Improvement
- Review all Title I and School Improvement purchases and travel requests for approval for 94 Title I Schools
- Responsible for submission of School Improvement grants 1003(a) and 1003(g) to GaDOE via Consolidated Grant Application
- Provide Technical Assistance to Title I Schools
- Manage Private School Program and hiring of tutors
- Assist with supervision of staff
- Assist with the Consolidated LEA Improvement Plan (CLIP)
- Maintain records and prepare for State monitoring and State Audits

**Assistant Director of Title I, DeKalb County School District, Stone Mountain, GA, 2009-2012**

- Review all Title I purchase and travel request for 91 Title I schools for all Title I budgets
- Assisted in managing over \$30 million dollar budget
- Review and approve all Title I schools' budgets for submission to GaDOE-ConApp and Budget department
- Communicate with Parents, Community, Principals and Teachers regarding Title I programs
- Review and approve School Improvement budget plans and Distinguished/Rewards plans, and prepare School Improvement and Distinguished/Rewards budgets for submission to GaDOE -ConApp and Budget department
- Review and approve professional learning proposals with use of Title I and School Improvement funds
- Provide training to principals and bookkeepers
- Provide technical assistance to Title I schools
- Assist in planning workshops for District Summer Leadership Conference for Administrators
- Provide technical assistance to Coordinators
- Review and approve all budget transfers for Title I schools
- Assist with qualifying Title I schools
- Assist with Comparability Report
- Review monthly budget reports
- Assist with Corrective Action for audit findings
- Collaborate with the Budget department and other departments
- Serve as Migrant Student Liaison
- Provide budget troubleshooting
- Manage Title I summer school budget
- Assist with monitoring of Title I schools' budgets
- Assist with ConApp and CLIP
- Maintain Title I records and prepare for State and Federal audits

- Assist with payroll
- Assist with supervision of staff
- Monitor Title I schools' use of funds
- Assisted in the writing of the Title I Principal's and Teacher's handbooks
- Assisted with the development of the Title I budget template

**Coordinator of Title I, DeKalb County School District, Stone Mountain, GA, 2005-2009**

- Serve as Team Lead and team member for GAPSS reviews
- Serve as member of Leadership Team of local schools
- Assist schools with School Improvement Plans
- Prepare Title I and School Improvement budgets for submission to GaDOE and Budget department
- Assist, review and approve Title I schools' budgets
- Provide technical assistance to Title I schools
- Assist with review and approval of Title I schools' purchase request
- Manage tutorial payment for all Title I funded tutorial programs
- Review and analyze data
- Review Title I teacher paperwork
- Serve as Tutorial and Professional Learning Liaison
- Assist with CLIP and Consolidated Application
- Serve as Migrant Student Liaison
- Review all K-8 funds purchase request
- Assist with monitoring Targeted Assistance Programs

**Title I Teacher, Bethune Middle School, DeKalb County School District, Stone Mountain, GA, 2001-2005**

- Taught math to seventh and eighth grade students
- Assigned as Acting Assistant Principal
- Served as Hearing Officer
- Participated on Leadership Team
- Served as Title I Liaison
- Assisted with implementation of Targeted Assistance Program and Schoolwide program
- Oversaw tutorial program
- Served as Substitute Coordinator
- Participated on SACS Steering Committee
- Served as Member of Testing Committee
- Managed all Title I paperwork and budget

**Title I Teacher, Harshman Middle School, Indianapolis Public Schools, Indianapolis, IN, 2000-2001**

- Taught math to 7th grade students

**Title I Teacher, Stone Mountain Middle School, DeKalb County School District, Stone Mountain, GA, 1997-2000**

- Taught math to sixth, seventh and eighth grade students
- Served as Title I Liaison
- Assisted with implementation of Targeted Assistance Program
- Participated on SACS Committee
- Served as Member of Testing Committee

**Paraprofessional, Stone Mountain Middle School, DeKalb County School District, Stone Mountain, GA, 1994-1997**

- Assist teachers with instruction and classroom management
- Serve as Substitute Coordinator

**Loan Auditor, Fleet Finance, Atlanta, GA, 1992-1994**

- Process loan applications
- Monitor accounts
- Process account adjustments
- Assist with account troubleshooting

**Skills**

Proficient in Title I, SIG and School Improvement federal grant guidelines, ESEA, Best Practices, Microsoft Office, Data Analysis, CCRPI, GUI/Cross Pointe program, Lawson, Outlook, and knowledgeable of EDGAR, OMB Circular and GAORS. Possess excellent leadership, time management, interpersonal, detailed oriented, organizational, and presentation skills

**Accomplishments/** Teacher of the Year 2003-2004  
**Memberships** Outstanding Teacher Award, V.F.W. Post 4706 & Women's Auxiliary 2005  
DeKalb County Summer Leadership Committee Member  
Math Department Chair  
Member of Georgia Association of Educators  
GCEL Area IV Representative

References are available upon request