

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

<u>COORDINATOR OF MONITORING & COMPLIANCE SPECIALIST</u>

Required Qualifications:

- ~~Bachelor's Degree in education from an accredited institution~~ High School Diploma or equivalent
- ~~Hold a valid Florida teaching certificate~~ Possess a valid Florida driver's license
- ~~Five years of teaching experience~~ Experience with federal grant compliance
- Advanced experience in accounting and bookkeeping experience
- ~~Demonstrate proficiency in the use and management of technology~~ Ability to record and transcribe minutes
- ~~▪~~ Knowledge of current principles and practices of federal programs

Desired Qualifications:

- ~~Master's Degree in Educational Leadership~~ A.A. degree
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations

Performance Responsibilities:

- Coordinate and/or assist with the implementation of federal programs including extended learning, professional development, monitoring and compliance, and private school program coordination
- ~~Assist school leadership teams with comprehensive needs assessments through analysis of disaggregated student performance data, demographic data, and other pertinent indicators~~
- ~~Assist in~~ Ensure that Title I schools comply with all requirements under the Elementary and Secondary Education Act regulations and reauthorizations
- Assist in the evaluation of School Improvement Plans/Title I Plans for compliance and reporting
- Prepare payroll for the Title I department, grant-funded positions, and special projects, including managing sign in sheets, extended leaves, additional duty, personnel action forms, benefits, tracking employee transfers, and leave donations
- Distribute, track, and collect semi-annual letters and personnel activity reports
- Assist with requests for vendor quotes
- Maintain inventory and prepare property inventory transfers
- Prepare and submit Federal Programs School Board agenda items
- Assist in the direction and collection of time and effort logs for federally funded staff
- Assist in the preparation and submission of FLDOE monitoring artifact uploads
- Assist in the provision of equitable services to non-public schools, including scheduling meetings, typing meeting minutes, organizing and advertising the annual Federal Programs Symposium

- Support with the collection of program usage data for evaluations of federally funded programs
- ~~Communicate with the Florida Department of Education officials, district and school personnel, and the community concerning aspects of the federal programs~~
- ~~Develop and implement documents for use in federal programs, as needed~~
- ~~Plan and facilitate informational meetings for district and school personnel, as needed~~
- Assist with the development and implementation of procedures for federal programs
- Assist in collecting and maintaining~~Establish systems, procedures and maintain~~ records for purposes of monitoring and compliance
- ~~Collaborate with~~Assist school and district leaders to plan, implement, and monitor Title I, II, and IV professional development, activities, and programs
- ~~Assist with the orientation of new school-based Title I staff~~
- Assist with School Advisory Councils and Title I Committee meetings
- Assist in budget preparation, recordkeeping, records disposal, and reporting
- ~~Communicate policies and requirements to all stakeholders~~
- Assist the parent, family, and community engagement team with compact audits
- Stay abreast of on-going state and federal mandates
- ~~Represent the district at state and regional meetings~~
- Perform other duties as assigned by the ~~Director~~Supervisor of Federal Programs and/or designee

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Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

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Reports to:

Reports directly to the ~~Director~~Manager of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the ~~Director~~Manager of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Grant funded

Salary:

Salary based upon approved salary schedule ~~—Professional/Technical/Supervisory Category F~~
Confidential Level J

Job Code:

~~63073~~

Board Approved: 02/20/07

Revised: 01/20/09, 03/03/09, 07/28/09, 01/11/11, 05/17/11, 06/10/14, 10/04/16, 12/10/18, 08/13/19,
04/27/2021

Coordinator of Monitoring and Compliance