

**Hernando County School Board**  
**Florida**

FLSA: Non-Exempt, Non-Union

<b>MONITORING &amp; COMPLIANCE SPECIALIST</b>
---

**Required Qualifications:**

- High School Diploma or equivalent
- Possess a valid Florida driver's license
- Experience with federal grant compliance
- Advanced experience in accounting and bookkeeping experience
- Ability to record and transcribe minutes
- Knowledge of current principles and practices of federal programs

**Desired Qualifications:**

- 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 in ensuring 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
- Assist with the development and implementation of procedures for federal programs

- Assist in collecting and maintaining records for purposes of monitoring and compliance
- Assist school and district leaders to plan, implement, and monitor Title I, II, and IV professional development, activities, and programs
- Assist with School Advisory Councils and Title I Committee meetings
- Assist in budget preparation, recordkeeping, records disposal, and reporting
- Assist the parent, family, and community engagement team with compact audits
- Stay abreast of on-going state and federal mandates
- Perform other duties as assigned by the Supervisor of Federal Programs and/or designee

**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

**Reports to:**

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

**Evaluation:**

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

**Terms of Employment:**

- 12-month employment
- Grant funded

**Salary:**

Salary based upon approved salary schedule Confidential Level J

**Job Code:**

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