

COMPLIANCE TEACHER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under the direction of the Director of Categorical Programs, will work with principals, classroom teachers, paraprofessionals, other specialists, and parents to carry out and monitor compliance in federal and state projects at district school sites.

ESSENTIAL JOB FUNCTIONS:

- Provides oversight for the Categorical Program Monitoring Process
- Facilitates completion and submission of the consolidated application
- Informs District and school personnel of potential applications, regulations for application, and calendars of required deadlines
- Coordinates Board of Education agenda items relating to the director's areas of responsibilities, submitting items in a timely and appropriate manner to the supervisor for final review
- Under administrative direction, plans, supervises and evaluates services provided by classified staff employed by the project
- Facilitates Supplemental Educational Services
- Review and verify the accuracy, completeness, and conformity to established standards of student data input into the district's student information system
- Prepares and distributes parent conference paperwork, such as standardized testing information, Title I Compact and other related information as directed in Schoolwide Plans
- Prepares all parent notifications relating to No Child Left Behind Act
- Oversees compliance accountability in the organization of:
 - Title I Parent meetings at each site
 - Printing and distribution of student Intervention Letters
 - School Site Council / English Language Learner Advisory Council meetings, including assisting principals with agenda items and providing typed minutes after meetings
 - Contacting parents and sending out appropriate reminders of upcoming School Site Council / English Language Learner Advisory Council meetings
 - School Site Council / English Language Learner Advisory Council elections
 - Implementation of all local and State standardized testing
 - Local Monitor and Reviews
 - The preparation, administration and summary of site surveys for students, parents and teachers
 - Submission of Special Requisitions
 - Prints and distributes scantrons, scans benchmark assessments and runs item analysis for site personnel
 - Parent involvement in the school's compensatory education program and their child's education
 - The implementation and evaluation of the compensatory education section of the School Site Plan/Single Plan for Student Achievement
- Organizes and implements other compliance projects, such as Annual Self Studies, Inventory Reports and Parent Education Programs
- Provides support to implement programs, monitor site-based activities, and assure timelines are met
- Trains site personnel on compliance requirements and holds them accountable for requirements and timelines
- Coordinates allocations to private and nonpublic schools as required by state and federal categorical programs

- Creates, monitors and maintains audit files for program compliance; works with agencies to resolve concerns and issues; prepares reports including statistical summaries and comparisons; assists in presentations
- Gathers data in support of the status of annual goals, objectives, and indicators of attainment
- Updates LEA Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district
- Coordinates and organizes events, conferences, workshops and meetings and related event handouts, supplies and registration materials
- Designs and creates forms, brochures, charts, manuals, flyers and newsletters
- Keeps informed and current on all job-related regulations, laws, policies and procedures
- Collaborates effectively with local, county, and state agencies and organizations that address job-related issues
- Performs other related functions as directed.

EMPLOYMENT STANDARDS:

- Ability to analyze and offer alternative problem solutions
- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

KNOWLEDGE OF:

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Pupil service trends, strategies, and techniques
- Program and activity audit and evaluation strategies and procedures
- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs

SKILL AND ABILITY TO:

- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions
- Meet district standards of professional conduct as outlined in Board Policy
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle
- Establish and maintain effective organizational, public, and community relationships
- Supervise and evaluate the performance of assigned staff

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time.
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.

- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

- Possession of a valid California teaching credential
- Three (3) years teaching experience preferred

WORK YEAR:

185 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Board approved (Resource Teacher): May 25, 2010
Update: December 11, 2012*