



For the future of every student

CLASS TITLE: PROGRAM COMPLIANCE SPECIALIST

BASIC FUNCTION:

Under the direction of a designated department administrator, perform a variety of technical administrative support for the development and implementation of various compliance projects. Serve as a liaison between the Educational Services division, administrators, teachers, and other partners in developing, maintaining, administering and using student and program assessment data; provide support in the establishment and coordination of methods and procedures for collecting, analyzing, and reporting student and program assessment data, along with maintaining district-wide compliant program evaluation procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and complex administrative support for the development and implementation of various compliance projects; verify and assure accuracy and integrity of data and reports.

Maintain a system of program compliance evaluation for all educational programs, TK-12, including categorical and special programs. Provide support and training to validate effective practices.

Serve as a district representative and liaison to all county, state, and federal agencies for categorically funded programs and the State Department of Education personnel.

Provide technical administrative support in the implementation of organizational policies and initiatives, ensuring effective communication and compliance across departments and sites.

Coordinate and perform grant finance management including recordkeeping, purchasing supplies and other goods for events and daily operations. Prepare contracts for vendors and large scale projects in support of various Federal/State Programs.

Prepare, process and evaluate related purchasing information and documents including requisitions, purchase orders, bids, specifications, contracts and related paperwork; research, obtain and evaluate prices, quotes and proposals

Provide continuous support to district and site level administrators to ensure the District is in compliance with the State and Federal mandates.

Interpret and communicate State and Federal laws, regulations, standards, requirements, policies, and procedures to various District staff, private school partners and other stakeholders.

Ensure compliance with relevant regulations by retrieving and analyzing data from various sources, providing guidance and training sessions to District staff, private school partners and other stakeholders

Support a culture of compliance and accountability throughout the district by effectively interpreting and communicating these guidelines

Assist in drafting and revising Board Policies and procedures, incorporating current legal and regulatory compliance requirements

Coordinate the communication and collaboration with private school partners to provide them with State and Federal mandated services

Compile, input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district, school personnel and other stakeholders. Specific information may include: attendance, enrollment, , graduate, special education, English learner, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, and assigned activities.

Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.

Coordinate beginning and end of year records procedures with site staff, archiving student mandatory permanent records, recording students' information in Q, and gleaning and preparing files for archiving. Communicate with the public, District personnel, employers, schools, courts, law enforcement agencies and various outside organizations to exchange and verify information, coordinate activities and resolve issues or concerns.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with compliance.

Operate a variety of office equipment including a copier, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings; present materials, reports and information concerning program compliance.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Data collection, information systems and statistical software.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.

Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.

Review and verify input and output data to assure accuracy.

Assemble, organize and prepare data for records and reports.

Provide technical support for student assessment tests.

Serve as a technical resource concerning assigned projects, reports and related computer operations and data.

Type or input data at an acceptable rate of speed.

Detect and resolve errors and inaccuracies in data output reports.

Interpret findings and analyze data, and provide related recommendations.

Compile and verify data, and prepare reports.

Maintain accurate statistical records.

Effectively and consistently manage, organize and prioritize a high volume workload and competing timelines.

Establish and maintain cooperative and effective working relationships with others.

Perform mathematical and statistical computations with speed and accuracy.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, business administration, or related field and three years of increasingly responsible administrative support experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and related software applications. Requires some experience interpreting, drafting and revising policies and procedures, including legal and regulatory compliance requirements. Experience working in an educational environment highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Approved by Personnel Commission:

12/20/2023