

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

INSTRUCTIONAL COMPLIANCE COORDINATOR = GRANT FUNDED

POSITION: **Instructional Compliance Coordinator - Grant Funded**

REPORTS TO: **Director of Curriculum and Instruction**

LOCATION: **Designated Offices and School Sites**

NATURE OF WORK:

This is an advanced professional position to meet the instructional goals of grants received as well as school and school system goals by delivering instructional programs effectively to ensure student achievement. The Instructional Compliance Coordinator also works with other offices, such as the Department of Finance and the Office of Assessment and Accountability, as well as staff within individual schools to mentor, model, guide, and document the delivery of instructional grant activities to students.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Acts as the instructional liaison for the school system for identified grants

- Assumes major responsibility for the instructional goals and activities of the ESSER II and III grants including grant management; data collection; and instructional support to schools and staff
- Works collaboratively with central office leaders, fiscal services, school-based administration, and school-based teacher leadership to help meet instructional goals established as part of the ESSER II and III grant; the system Master Plan and individual schools' School Improvement Plans; Virtual School programming; and MSDE requirements such as ESSA goal areas and College and Career Readiness Status (CCR)
- Coordinates College and Career Readiness (CCR) programs with partner agencies, staff, students, and parents/guardians
- Models and provides coaching for staff and school teams focusing on areas identified by the system leadership and/or the school site to support increased student achievement through the implementation of grant-funded activities
- Assists school-based leadership with the administration and interpretation of formal and informal assessments and required data collection
- Facilitates collaborative team discussions and other data-based decision-making sessions including steering committees, Professional Learning Communities (PLC), and Department Meetings
- Conducts professional development for administrators, teachers, and parents as required and/or needed to support grant initiatives
- Develops and delivers presentations about the identified grants for organizations, agencies, and/or boards
- Models and shares grant information and best instructional strategies for SMCPSS administration and school-based staff through direct modeling, information sharing at Professional Development sessions, and/or through electronic communication such as newsletters
- Provides fiscal oversight and accountability for the use of grant funding along with the appropriate department leader
- Designs and implements data collection
- Analyzes data to impact instruction to include, but not limited to, the use of Performance Matters
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Advanced professional license with Administrator I endorsement
- Five (5) years of administrative experience
- Experience with curriculum and staff development

Preferred:

- Administrator II endorsement

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA

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