# CLARKSDALE MUNICIPAL SCHOOL DISTRICT

## MONITORING/COMPLIANCE COORDINATOR
## JOB DESCRIPTION

**QUALIFICATIONS:**

1. Master's degree from an accredited educational institution.
2. Valid Mississippi Administrator Certification.
3. Extensive knowledge of federal, state, and local policies and procedures related to grants management.
4. A minimum of five (5) years of teaching experience and/or building or district level administrator experience preferred.
5. Ability to work well with others in a diverse educational community.
6. Excellent written and verbal communication skills.
7. Strong organizational skills and attention to detail
8. Strong computer skills including Microsoft Office.
9. Satisfactory criminal background check and drug screening.

**DESCRIPTION:**

Monitor applicable federal programs and special projects for compliance with federal, state, and local regulations, policies, and procedures. Provide technical assistance and training to principals, sub-grantees, partners, and district-level staff. Ensure equitable services are provided to all applicable schools, including private nonprofit schools.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to coordinate, implement, monitor, and assess the effectiveness of all Federal Programs. Ability to plan, prioritize and implement activities for maximum effectiveness. Ability to assess levels of compliance with Federal Programs, prescribe actions for improvement, and provide technical assistance support to ensure compliance. Knowledge of current trends, research and best practices related to education and effective practices. Knowledge of School Board policies and practices as they relate to teaching and leading. Ability to work effectively with peers, administrators, and other stakeholders.

**REPORTS TO:**

Director of Federal Programs

**JOB GOAL:**

To monitor applicable federal programs and special projects for compliance with federal, state, and local regulations, policies, and procedures and provide technical assistance support to assure compliance and program effectiveness.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Assist Federal Programs with gathering, compiling, and analyzing information on program-related issues for preparation of required planning documents and budgets.

- Provides technical assistance to grant recipients by answering inquiries and overseeing general project implementation for compliance with local, state, and federal policies and procedures related to grants management.

- Stay abreast of current issues in grants management by attending relevant conferences/workshops and using attained knowledge to train staff and enhance program documentation.

- Develop and update grants management documentation as necessary, including training new and existing staff and partners on relevant policies and procedures.

- Assist in the analysis of CMSD'S internal compliance processes and procedures.

- Monitor and review regulatory and legislative changes, USDE monitoring reports, OIG audit reports, and subsequently assist in the development, review, and modification of all relevant district policies and procedures.

- Provide research support in core policy and program areas including reviewing literature, investigating issues, and conducting surveys, interviews, and site visits as necessary.

- Conduct periodic audits of program documentation for compliance with rules, regulations, policies, and procedures (local, state, and federal).

- Provide professional development for new and existing staff on requirements for grants management compliance (time and effort reporting requirements, inventory requirements, necessary documentation, etc.).

- Monitor program performance including contracts management activities (activities may include but are not limited to ensuring that reports are completed on time, are reflective of contractual outcomes, and include all necessary data).

- Develop program evaluation protocols for relevant programs within the Department of Federal Programs & Special Projects, which may include reference guides; assessment tools, data collection forms and other monitoring and evaluation documentation.

- Monitor the evaluation team's performance, which may include requiring and holding periodic progress review meetings, requiring monthly or quarterly progress reports.

- Ensure program data is entered on time and correctly to support program evaluation and tracking.

- Individually consult with each participating private school to develop an accurate and thorough needs assessment, plan, and budget.

- Annually assess the needs of students prior to initiating Title I services and annually evaluate the effectiveness of the Title I program at the end of the year.

**TERMS OF EMPLOYMENT:**

As determined by the Clarksdale Municipal School District, with wages and work year to be according to the current salary schedule.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY:**

Dependent on qualifications and experience.