

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: PROGRAM COMPLIANCE TECHNICIAN (Range 22)**

### **BASIC FUNCTION:**

The Program Compliance Technician will ensure compliance for a variety of programs including the accuracy of California School Information Services (CSIS) NCLB reporting, will collect and submit accurate information pertaining to the Highly Qualified Teacher (HQT) status of all certificated and applicable personnel by planning, implementing, coordinating and maintaining programs and requirements related to pertinent information to ensure program compliance.

### **REPRESENTATIVE DUTIES:**

Support all short term staffing permit teachers, provisional Intern Permit Teachers to become HQT Intern or fully credentialed within two years from the date of hire. Explanation of timelines and District assistance in the development of a personal professional plan. Examination preparation and partnerships with local universities. *E*

Support all Intern Teachers to become fully credentialed within one year from the date of hire. Explanation of timelines and District assistance in the development of a personal professional plan. *E*

Verify teacher progress towards HQT and other compliance requirements. *E*

Verification process for special setting training for all eligible teachers to meet HQT and other compliance requirements. *E*

Monitor a formalized exit interview and exit survey process for administrators and teachers that resign from Riverside Unified School District. *E*

Monitor teacher assignments for all school sites and monitor the oversight process for site visits, inform and update schools on NCLB requirements and related issues. Provide additional services and support to schools not achieving 100% program compliance. *E*

Attend Master Schedule meetings for NCLB HQT compliance. *E*

Ability to work with a diversity of individuals, utilize a variety of job related equipment, effectively communicate orally and in writing, understand and interpret laws and regulations. *E*

Maintain various employee information and update records as needed in areas such as NCLB and other related information. *E*

Evaluate official transcripts and other information to determine and recommend program qualifications such as NCLB and HQT. *E*

Approved by Reclassification Committee on 02/03/09

Maintain current knowledge regarding program policies, requirements as established by the Board, State Department of Education and provisions of the Education Code. *E*

Compile information and prepare reports, correspondence and other communication related to certificated employees; establish and maintain files and records related to assigned duties. *E*

Operate a data processing terminal and microcomputer to enter and update employee data into automated personnel systems. *E*

Attend a variety of workshops, meetings and conferences related to program compliance.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

The public education setting, working knowledge of the daily operations of K-12 schools.

State of California Commission on Teacher Credentialing.

Programs including NCLB procedures and authorizations.

Applicable sections of the State Education Code and Title V.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Personnel office functions, practices and procedures.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

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

#### **ABILITY TO:**

Perform various NCLB-related activities for new, permanent and substitute certificated employees.

Maintain records regarding the credentials obtained by certificated personnel.

Provide technical information regarding policies and practices and credential rules and regulations.

Make simple arithmetic calculations.

Establish and maintain effective and cooperative working relationships with others.

Manage multiple projects; work independently as well as a member of a team.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Establish effective working relationships with staff and school district personnel.

Perform responsible personnel and clerical duties in the areas of recruitment and selection, and maintenance of personnel applicant records and files.

Maintain the security of confidential materials.

Apply personnel rules and related procedures.

Maintain records and prepare reports.

Type at 40 words per minute.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

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**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and/or two years of college-level course work in personnel, business or related field and two years experience in personnel or related field.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Subject to considerable distraction and noise from constant interruptions and office activities.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Reaching overhead, above the shoulders and horizontally and kneeling or crouching to retrieve files.