

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### TEACHER ON ASSIGNMENT, Compliance Specialist - Special Projects/Title I

#### QUALIFICATIONS

- Certification in the appropriate field and a minimum of a Bachelor's degree required. Master's degree in education or related field preferred.
- Experience in project management and/or team leadership preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the federal Uniform Grant Guidance, and other applicable laws, regulations, and guidance.
- Knowledge of computer applications and technology as related to department job functions.
- Skill in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.

#### SUPERVISION

**REPORTS TO** Coordinator, Special Projects/Title I, Federal Projects and Resource Development  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To effectively facilitate program compliance efforts for funding received under the Every Student Succeeds Act (ESSA).*

#### PERFORMANCE RESPONSIBILITIES

1. \*Analyze legislation and directives related to Title I, Part A and Title I, Part D from the federal and state levels to determine processes required to achieve compliance.
2. \*Manage collection, summarization, and maintenance of Title I, Part A and Title I, Part D compliance items, to include facilitation of an online compliance portal for Title I schools.
3. \*Communicate and collaborate with administrators and staff regarding program compliance issues.
4. \*Provide professional development to school-level staff regarding program compliance and best practices in federal programs administration.
5. \*Complete annually the district and school-level compliance work papers for Title I, Part A and Title I, Part D.
6. \*Assist in preparations for internal and external monitoring visits, reviews, audits, and site evaluations.
7. \*Assist in on-going review of projects to ensure that program activities are consistent with stated goals and objectives.
8. \*Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and activities.
9. \*Assist in conducting a continuous program review of assigned projects and/or program components and activities.
10. \*Participate in activities with community stakeholders and/or professional services personnel for the purposes of promoting positive relations and enhancing related educational services.
11. \*Keep professional skills and knowledge of current laws and policies updated by attending appropriate state, federal, and local workshops and conferences, as well as via internet research.
12. Perform other duties as assigned by the Coordinator of Special Projects/Title I, Federal Projects and Resource Development.

\*Denotes essential job function/ADA

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## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally, and/or up a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

**T \$46,958 - \$68,328**  
District Salary Schedule  
Months 11  
Annual Days 223  
Weekly Hours 35  
Annual Hours 1561

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 7  
EEO-5 Line 33  
Function Vary  
Job Code 11 mo 1183  
Job Code 11 mon alt 1183A  
Survey Code Vary

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

January 21, 2020

ADA Information Provided by Jamee Minnetto  
Position Description Prepared by Jamee Minnetto