

Shelby County Schools
Position Description
Federal Programs Compliance Specialist

MINIMUM QUALIFICATIONS and TRAINING

- Master's Degree with an endorsement in administration and supervision
- A minimum of five (5) years of successful classroom teaching experience
- Strong group processing and presentation skills
- Proficient in computer applications, including spreadsheets, databases and word processing
- The ability to prepare clear, concise, and accurate reports including statistics.
- Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels
- Such alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

GOALS:

Provides support ensuring SCS is in compliance with the requirements of the No Child Left Behind legislation. In addition, provides technical assistance to improve planning, budgeting and strategies focused on student achievement.

RESPONSIBILITIES:

- Provides direction in formulating, implementation and coordinating Title IA, IIA, IID, IIIA and VA to achieve project goals and objectives.
- Assists in preparing the Federal Programs/Consolidated Application.
- Provides technical assistance to Title I school administrators regarding regulation and program initiatives.
- Ensures that Title I schools meet the NCLB Title I compliance guidelines.
- Monitors Title I materials and equipment in order to maintain an accurate and up to date inventory for each Title I school.
- Analyzes Title I school AYP data to ensure that effective models and strategies are implemented. Monitors Title I school data to ensure all AYP benchmarks are met.
- Collects, organizes and completes information necessary for reports and evaluation.
- Acts as the liaison for parent involvement for Title I schools.
- Conducts and analyzes the Title I Parent Involvement Survey.
- Ensures that SCS provides equitable services to private school students and teachers.
- Communicates with Consolidated Planning Committee and provides updates concerning SCS progress towards NCLB standards.
- Provides leadership in developing and recommending sound budgetary practices to Title I Schools as per EDGAR and appropriate implementation of those budgets.
- Provides direction and support to Title I schools in the development of their School Improvement Plans (TSIP)
- Serves as a lead and support ensuring NCLB/Federal Programs guidelines are appropriately documented for SCS within the Tennessee Comprehensive System Wide Planning Process (TCSPP).
- Completes the annual Comparability Report for SCS.
- Acts as the lead in SCS for Federal Programs Monitoring and maintains all necessary documentation for the audit.
- Performs other duties as assigned by the Chief Financial Officer.

The **Federal Programs Compliance Specialist** maintains a forty-hour (40) workweek and works additional hours as required to meet the duties and responsibilities of this position. This is a twelve (12) month position.