

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/31/2018



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 1/31/2018

To: **Browning School Board**
Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: **Modify Administrative Assistant for Federal Programs/Curriculum/Information Management Position to Federal and State Compliance Specialist**

Description: Request to change title of position for the Administrative Assistant for Federal Programs/Curriculum/Information Management to Federal and State Compliance Specialist. The job description will be modified to include the following additional responsibilities: Federal and State grants, HR duties, TEAMS, Title VI, Impact Aid, 21st Century, Carl Perkins, Mckinney Vento Grants and reports.

Financial Impact: (DOE) \$45,000-\$55,000

Funding Source (Budget/grant, etc.): na

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: January 31, 2018



Federal and State Compliance Specialist

Professional Technical (260 Day)

Summary of Functions

Under general supervision, serves as a Federal Programs Compliance Specialist, assistant with Human Resource Director and Director of Curriculum and Instruction.

Requirements: Previous experience in education, human resources, and/or business related fields.

Description: Federal Programs/Compliance Coordinator is responsible for, but not limited to the following:

Federal and State Grants Compliance:

- Responsible for ensuring programmatic and operational compliance for all state and federal grants.
- Works closely with school staff to ensure that these systems and processes are being implemented with fidelity.
- Works closely with aligning grant budget with implementation, expenditures with programs.
- Assists the Director in completing all requisite reports related to federal and state grants.
- Ensures accurate and timely completion of required reports including, but not limited to TEAMS, AIM, Civil Rights Data Collection. Prepares reports and maintains records as directed by the superintendent or designee in the areas of federal programs, OPI AIMS Web, curriculum, and public relations including: student achievement, attendance, professional development.
- Supports and facilitates the completion of authorizer reports.
- Compiles data, analyzes information, delivers reports, and maintains records for audits and other compliance matters.
- Provides regular progress reports as well as analysis to school and central office leadership.
- Provides support and assistance to Human Resource Director, Director of Curriculum & Instruction
 - Responsible for staff 504's
 - Records – Maintains records of all inventories for Curriculum/Title I Department as directed by the supervisor.
 - Data – Assists in data entry for the Federal Programs including: applications, budgeting, and evaluations.
 - Management – Manages and schedules all field trips.
 - Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
 - Communications – Communicates and prepares correspondence effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the

- public as necessary a smooth flow of work in process.
 - Backup – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned.
 - Purchase orders, travel and leave (grant related travel)
 - Maintains records of all inventories for Curriculum/Title I Department as directed by the supervisor.
 - Data – Assists in data entry for the Federal Programs including: applications, budgeting, and evaluations.
- Responsible for all Infinite Campus encoding, reporting, and monitoring for both staff and student directory.
 - Responsible for AIM encoding.
 - Responsible for Title XI, 21st century, McKinney Vento, Carl Perkins, Impact Aid grants and reporting.
 - Upload MAEFAIRS report on student count days.
 - Attend assessment, infinite campus, and AIM workshops and disseminate information to appropriate staff.
 - Provides training for the various departments in infinite campus, AIM, and any system necessary for reporting purposes.

Qualifications:

- A minimum of a College degree at least an AA and/or at least 5 years of work experience; in education, business or HR preferred.
- High school diploma or equivalent.
- Strong project management skills, ability to organize, manage multiple tasks simultaneously and independently.
- Strong analytical, problem-solving and forward-thinking skills.
- Team player with strong interpersonal/influence skills.
- Proficient in Microsoft Word, Excel, and other technology systems and software.
- Demonstrated passion for and commitment to Browning Public Schools.
- Hours may extend before and after business hours and weekends.

Work Environment – Reasonable Accommodations Statement to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Starting wage: \$45,000 - \$55,000

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.