

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF MONITORING & COMPLIANCE

Required Qualifications:

- Bachelor's Degree in education from an accredited institution
- Hold a valid Florida teaching certificate
- Minimum of three (3) years of teaching experience
- Demonstrate proficiency in the use and management of technology
- Knowledge of current principles and practices of federal programs

Desired Qualifications:

- Master's Degree in Educational Leadership
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations

Performance Responsibilities:

- Coordinate and/or assist with the implementation of federal programs including extended learning, professional development, monitoring and compliance, and private school program coordination
- Assist school leadership teams with comprehensive needs assessments through analysis of disaggregated student performance data, demographic data, and other pertinent indicators
- Ensure that Title I schools comply with all requirements under the Elementary and Secondary Education Act regulations and reauthorizations
- Assist in the evaluation of School Improvement Plans/Title I Plans for compliance and reporting
- Communicate with the Florida Department of Education officials, district and school personnel, and the community concerning aspects of the federal programs
- Develop and implement documents for use in federal programs, as needed
- Plan and facilitate informational meetings for district and school personnel, as needed
- Assist with the development and implementation of procedures for federal programs
- Establish systems, procedures and maintain records for purposes of monitoring and compliance
- Collaborate with school and district leaders to plan, implement, and monitor Title I, II, and IV professional development, activities, and programs
- Assist with the orientation of new school-based Title I staff
- Assist with School Advisory Councils and Title I Committee meetings
- Communicate policies and requirements to all stakeholders
- Stay abreast of on-going state and federal mandates
- Represent the district at state and regional meetings
- Perform other duties as assigned by the Director of Federal Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Grant funded

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

63073

Board Approved: 02/20/07

Revised: 01/20/09, 03/03/09, 07/28/09, 01/11/11, 05/17/11, 06/10/14, 10/04/16, 12/10/18, 08/13/19,
04/27/2021