

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Compliance Specialist
State and Federal Requirements
Data Facilitator Emphasis

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Assistant Superintendent of Education Services

RANGE: 300

WORK YEAR: 12 Months

CLASS: Administrative Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision, to coordinate and facilitate compliance with state and federal requirements governing the services provided to categorically funded target populations, including Educationally Disadvantaged Youth; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by assisting schools to generate and facilitate the flow of data from the district's student data system (AERIES) and student achievement data system to improve the proficiency and success of target students.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Uses the district's data systems to generate, compile and distribute pertinent student achievement data to support the development, implementation, and evaluation of schools' support systems to improve student achievement.
- Coordinates with principals, certificated, and technical staff to import, store, and retrieve student assessment and achievement data to inform instruction.
- Conducts vendor relations and trainings for the District web-based student data and assessment management system.
- Coordinates district-wide School Accountability Report Card (SARC) and Single Plan for Student Achievement (SPSA) data population, state submission, and web-posting.
- Maintains and updates the District's Education Services website to include the most relevant content, resources, and documents for use by staff and the community.
- Co-leads the collection, upload, and electronic submission of all required compliance documentation to the California Accountability & Improvement System (CAIS) for Federal Program Monitoring (FPM) online and in-person reviews.
- Supports District departments and programs with state and federal audits as requested.
- Collects, organizes, and tracks all requests for change of school and disseminates relevant data to principals; Collaborates with administration to inform parents of District decisions.
- Creates and updates year-end K-6 student placement data files.
- Supports Information Technology department as requested (i.e. imaging laptops, SBAC testing, etc.).
- Assists with state and federal reporting and self-assessment processes (i.e. Consolidated Application, English Learner Subgroup Self Assessment (ELSSA), Local Control Accountability Plan (LCAP), etc.).
- Assists with legally mandated communications to parents of students participating in the Title I program.

- Supports sites in keeping compliant documentation of programs serving Educationally Disadvantaged Youth (Title I, English Learners, Cal-SAFE, etc.).
- Coordinates with site administration and office staff in the tracking, preparation, inventory, and delivery of all K-6 instructional materials.
- Manages K-12 online curriculum content and passwords (i.e. Treasures, Go Math, curriculum pilots, etc.).
- Assists in the coordination of the annual Williams Settlement compliance visit.
- Runs and distributes pertinent student academic performance reports to assist sites in the design and delivery of timely academic interventions for target populations.
- Cross trains with the Compliance Specialist, State and Federal Requirements, English Learner Emphasis.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Associate Degree or a minimum of 60 units from a WASC accredited college or university desirable.
- Experience with student information systems, preferably AERIES.
- Experience with student achievement data systems (Datawise, EduSoft, Data Director, etc.).
- Three or more years' experience working with English Learner students in a school setting.
- Experience in public school activities and programs which promote improving academic achievement desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License, insurable status by the District's carrier, and the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Policies and objectives of assigned programs and activities.
- Applicable sections of the California Education Code, CCR Title 5, NCLB, and 34 CFR.
- Record-keeping and organizational skills.
- Oral, writing, and public speaking skills.
- Computer procedures, software, and applications.
- Problem-solving skills.

ABILITY TO*:

- Communicate effectively in English; Spanish desirable.
- Operate a personal computer and peripheral equipment using modern software with facility.
- Generate and explain accurate data reports.
- Scan, import, and export a variety of student achievement data to District, State, and Federal programs/systems.
- Assist others in the implementation of various educational technologies.
- Update and maintain websites and online calendars.
- Participate in training or professional development and implement related knowledge and practices.
- Research and problem solve a variety of compliance-related issues.
- Learn and assimilate new programs or procedures and analyze their value to the district and its schools.
- Author notes/summaries, proof documents, and make appropriate revisions.
- Communicate effectively with teachers, principals, district administrators, vendors, auditors, and the public.
- Accurately and efficiently prepare, inventory, and distribute instructional materials.

- Establish priorities to plan and schedule work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet district standards of professional conduct as outlined in Board Policy.

**Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office and/or school setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; In a vehicle traveling to job assignments.