

**Killeen Independent School District
Job Description**

Job Title: Funding Compliance Specialist
Reports To: Coordinator for State & Federal Programs
FLSA Status: Exempt

SUMMARY

Monitors applicable state and federal programs for compliance with federal, state, and local regulations, policies, and procedures. Monitors state and federal funds for compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Ensures appropriate documentation is on file for all grants from all campuses.

Assists with the review and completion of the annual Every Student Succeeds Act (ESSA) Compliance Report.

Collects all necessary documentation for state and federal grant funds including: time and effort documentation, principals' attestations, parent involvement, and semi-annual certifications.

Analyzes grant program documentation for compliance with local, state, and federal rules, regulations, policies, and procedures.

Provides technical assistance to campuses by answering inquiries and overseeing general project implementation for compliance with local, state, and federal policies and procedures related to grants.

Stays abreast of current issues in grants management by attending relevant conferences/workshops and using attained knowledge to enhance program documentation.

Updates grants management documentation as necessary.

Monitors and reviews regulatory and legislative changes including USDE monitoring reports.

Develops a yearly timeline for timely, regular, and meaningful consultation with private nonprofit schools.

Consults with each private nonprofit school individually to develop an accurate and thorough needs assessment, plan, and budget.

Provides participating private school officials with information related to the projected and/or final funding amounts for programs and services.

Calculates Title I equal expenditure requirements for instruction, professional development, and parent involvement, as well as calculate per pupil amounts for other applicable federal programs.

Assists participating private schools in creating a rank-ordered list of Title I students based on multiple, educationally related criteria.

Assesses the needs of students prior to initiating Title I services and evaluates the effectiveness of the private nonprofit Title I program at the end of each school year.

Distributes, collects, and maintains all relevant documentation for each participating private school, including intent to participate forms, program plan, budget, and technical assistance provided.

Serves as point of contact for all participating private schools.

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and five years of teaching experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate required. Principal Certificate preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from principals, teachers, parents, students, and the general public.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.