

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Compliance Manager, Title III	<b>JOB CODE:</b> 466F
<b>DIVISION:</b> Accountability & Research	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, ESOL	<b>PAY GRADE:</b> Rank D (NK04)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Prepares coordinates, and manages the District's ESOL, Title III-A, Migrant/Title I-C and International Welcome Center budgets to remain compliant according to local, state and federal guidelines.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of experience working with local, state and federal grants; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; analytical skills; budgeting and auditing skills; organizational and interpersonal skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises temporary, part time and extended day staff for the Department.
3.	Prepares, coordinates, and manages the annual budgets for the ESOL, Title III-A, Migrant/Title I-C and International Welcome Center.
4.	Prepares and processes purchase orders and on-line orders; uses procurement card for allowable purchases; creates budget adjustments, prepares charts, spreadsheets, and reports as required; responsible for initiating and interpreting contracts and agreements.
5.	Coordinates and processes payroll, travel expenses and reimbursements, supplemental pay, stipend payments, and salary differentials for the ESOL Department; develops and maintains all financial and payroll records.
6.	Provides technical assistance, support, direction, and training on the appropriate use of funds in accordance to local, state and federal laws.
7.	Creates and maintains a tracking system for purchases made and funds used within the Department.
8.	Attends meetings, training, and conferences as directed.
9.	Interprets local, federal and state rules and regulations, CCSD Board of Education rules, policies, and procedures that apply accordingly; establishes standard practices and procedures for using ESOL, Title III-A and Migrant/Title I-C funds and grants.
10.	Maintains the highest level of confidentiality and exercises professional judgment.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_