

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Compliance Specialist
State and Federal Requirements
English Learner 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 Title I, English Learners; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by assisting schools to meet mandated requirements to improve the academic achievement of English Learners.

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.

- Organizes and complies with District English Learner identification procedures to properly process paperwork and enter data in the District's student data and information systems.
- Coordinates the District-wide identification of English Learners via the California English Language Development Test (CELDT) including recruiting and training all examiners, ordering, distributing, and submitting all materials, organizing summer testing, organizing and setting up elementary testing, implementing Special Education accommodations for test takers, managing scoring, and entering appropriate data in the student information system.
- Conducts and scores CELDT testing and enters all data for accurate California Longitudinal Pupil Achievement Data System (CALPADS) submission.
- Reviews and makes corrections to all CELDT student demographic data errors in the Data Review Module (DRM) Window to ensure accurate data in state-level summary reports.
- Coordinates Language Assessment Scales (LAS) Testing, including recruiting and training examiners to determine initial placement of English Learners.
- Communicates the results of assessment used for proper placement of English Learners with principals and certificated staff at all sites.
- Provides assistance to site principals and staff in addressing all mandated English Language Advisory Committee (ELAC) topics and maintaining compliant ELAC documentation.
- Supports the District English Language Advisory Committee (DELAC) by maintaining compliant DELAC documentation and making presentations on relevant topics (i.e. CELDT, reclassification, etc.).
- Coordinates District communications to the parents of English Learners (i.e. coordinates EL parent notifications, oversees EL parent waiver process, etc.).
- Runs and distributes pertinent student academic performance reports to assist sites in the design and delivery of timely academic interventions for target populations.

- Coordinates District-wide reclassification of English Learners including completion and distribution of required paperwork, parent contact, data entry, and ceremony planning.
- Oversees the implementation of reclassification criteria and monitors catch-up plans for long-term English Learners.
- Coordinates with site administration, office staff, and vendors in the research, ordering, preparation, inventory, delivery, and transfer of all K-6 instructional materials.
- Assists in the coordination of the annual Williams Settlement compliance visit.
- Collaborates and coordinates with administration at school sites in developing and maintaining a District-wide accountability and tracking system for instructional materials.
- Coordinates the removal of obsolete materials by working with administrators, teachers, the Governing Board and outside agencies to implement the appropriate schedules and protocol.
- Provides teachers with the necessary curricula and materials for District-coordinated professional development, grade level changes, and summer school instruction.
- 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.
- Assists with state and federal reporting and self-assessment processes (i.e. English Learner Subgroup Self-Assessment (ELSSA), R-30 Language Census, etc.).
- Cross trains with the Compliance Specialist, State and Federal Requirements, Data Facilitator Emphasis.
- Collaborates with and supports site personnel designated to coordinate English Learner programs and services.
- 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 computer and related software.
- Scan, import, and export a variety of student achievement data to District, State, and Federal programs/systems.
- 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 the confidentiality of schools, teachers, and classrooms.
- 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.