

MONTEREY COUNTY OFFICE OF EDUCATION

DIRECTOR OF COMPLIANCE STUDENT SERVICES DIVISION

CLASSIFICATION: Certificated Management
SALARY LEVEL: 79
WORK YEAR: 227

DEFINITION:

Under the direction of the Assistant Superintendent of Student Services, the Director of Compliance is responsible for assuring compliance, monitoring and reporting of State and federal program requirements; providing charter school oversight to authorized locations and facilitate charter renewal and appeal process; participating in the review of school district Local control Accountability Plans; training and evaluating the performance of assigned personnel.

SUPERVISOR:

Assistant Superintendent of Student Services

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assure compliance, monitoring and reporting of local, State and federal program requirements, policies, and laws; coordinate visitations and related reporting; generate compliance reports and submit to applicable agencies as required and in accordance with established time lines; review and monitor uniform complaint reports, facility inspection tools, teacher credentialing status and school accountability report cards as required
- Provide charter school oversight to authorized locations and facilitate charter renewal and appeal process; provide technical, specialized, consultative, advisory and planning assistance to charter schools regarding compliance issues; support the Associate Superintendent in processing petitions and renewals; assure compliance with approved charters, charter law, memorandums of understanding and contracts; serve as liaison between the County Office and charter schools
- Participate in the Local Control Accountability Plan (LCAP) Review Team and provide unique perspective regarding to Charter Schools, Williams Legislation and educational systems
- Collaborate in the implementation and development of categorical and special projects as assigned; serve

as a technical resource to school districts and the Monterey County Office of Education (MCOE) departments regarding project guidelines, regulations and objectives; review and disseminate regulations regarding State and federal funding for special projects; provide Federal Program Monitoring support and training as required

- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Participate in the development of the annual preliminary budget for each assigned funding source; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned; serve on the Governance Council of assigned charter schools
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university in Educational Leadership and Supervision or related field
- Minimum three (3) years experience in administration in public education setting Proven record as an accomplished and effective educational leader

Knowledge of:

- Planning, organization, coordination and implementation of categorical and special programs
- Pertinent State and federal laws and regulations regarding the Williams Settlement, Valenzuela legislations and the Quality Education and Investment Act
- Current and pending State standards regarding assigned programs
- Curriculum design, planning, development, implementation and evaluation
- High school graduation requirements
- Charter school administrative and compliance regulations and Board policies
- California Education code as it pertains to charter schools and charter law
- Federal Program Monitoring (FPM)
- California Monitoring Tool (CMT) Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy

Skills and Abilities:

- Assure compliance, monitoring and reporting of State and federal program requirements.
- Provide charter school oversight to authorized locations and facilitate charter renewal and appeal process
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain records and files
- Prepare comprehensive narrative and statistical reports

Desirable Qualifications:

- Doctoral degree in relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Administrative Services Credential
- California Driver's License with evidence of insurability

Approved 03.01.16