



Job Title: Grants Compliance Specialist Title I

Exemption Status: Exempt

Reports to: Director of Grants Development & Management

Date: January 2025

Dept / School: Grant Development & Management

Pay Grade: 103

Primary Purpose:

Ensure the school district's adherence to federal regulations governing grants and funding. This includes monitoring, evaluating, and reporting on compliance with federal grant requirements, as well as providing guidance and support to district staff to ensure that federal programs are implemented effectively and in compliance with applicable laws and regulations.

Qualifications:

Education/Certification:

- Bachelor's Degree in Education, Business Administration, or a related field

Experience:

- Minimum of three (3) years of experience in compliance, auditing, or a similar role
- Some experience working in a school district, educational institution, or government setting preferred

Special Knowledge/Skills:

- Proficient with office productivity software (e.g., Google Suite, Microsoft Office Suite) and familiarity with compliance management or reporting tools
- Excellent communication, detail orientation, and the ability to collaborate with diverse teams to foster an environment of integrity and adherence to state/federal guidelines
- Strong problem-solving capabilities with the ability to analyze and determine practical solutions
- Excellent written and verbal communication to effectively convey findings and recommendations to diverse stakeholders
- Demonstrated ability to manage multiple projects and deadlines simultaneously while maintaining accuracy and attention to detail

Major Responsibilities and Duties:

1. Assist in the development, monitoring process, and maintenance of federal programs.
2. Oversee time and effort in compliance reporting.
3. Create and manage monthly/periodic budget to actual result reports and financial analysis reports, including local, state, and federal compliance reporting.
4. Ability to build relationships across various levels of the organization, collaborate with different departments, and facilitate training sessions or workshops.
5. Ability to handle sensitive or confidential information with integrity and discretion.
6. Commitment to maintaining up-to-date knowledge of evolving laws, regulations, and best practices relevant to federal funds.
7. Attend periodic training and professional development sessions.
8. Performs all other duties as assigned.

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals



Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Some late hours

Mental Demands: Work with frequent interruptions; coordinate multiple tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____