



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
ESE Compliance Specialist	Student Services	Executive Director of Student Services & ESE

<b>Position No:</b> 52090	<b>Length of Work Year:</b> 11 or 12 Months
<b>Salary Schedule:</b> IN11, IN12	<b>Date Approved:</b> 10/28/14
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To work cooperatively and collectively with Principals, staff and other supervisors to ensure that ESE programs and services are coordinated in the schools and are administered uniformly and equitably.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelor's degree, Master's preferred.</li> <li>2. Valid Professional Florida Teaching Certification, Certification in ESE preferred.</li> <li>3. Minimum of five (5) years classroom teaching experience.</li> <li>4. Familiarity with computer-based databases spreadsheets.</li> <li>5. Knowledge of rules, regulations, and procedures related to FTE reporting, compliance, and auditing.</li> <li>6. Ability to perform the functions of the position.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To administer, audit, compile, and analyze FTE data, and associated compliance with reporting and eligibility requirements.</li> <li>2. To assist schools with the preparation and verification of FTE membership, including appropriate program assignment.</li> <li>3. Assist schools with the preparation and maintenance of documentation required for FTE audits and to substantiate the FTE reported for weighted programs.</li> <li>4. To coordinate ESE program components, support school needs and operations for the purpose of meeting student needs while complying with District and/or program guidelines.</li> <li>5. To evaluate ESE program activities and components for the purpose of ensuring that student needs are met while maintaining program and district guidelines.</li> <li>6. To maintain a variety of detailed records in a variety of written and electronic formats (e.g. internal communications, budgets, program compliance, etc.) for the purpose of meeting program reporting requirements.</li> <li>7. To review teachers as highly qualified and/or out-of-field and ESE compliance for each course taught using district generated and school based data.</li> <li>8. To complete in a timely fashion all records and reports as required by law and regulation or requested by the Executive Director of Student Services and ESE.</li> <li>9. To prepare a variety of program related reports in both manual and electronic formats (e.g. media communications, translations, guidelines, recommendations, curriculum components, state and federal reporting, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner.</li> <li>10. To lead and/or participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.</li> <li>11. To promote involvement and understanding of the ESE program for the purpose of meeting the ongoing needs of the ESE programs and related course offerings.</li> </ol>

12. Ensures compliance with Federal, State, and Local guidelines by examining records, reports, and documentation.
13. Collect and analyze data to detect problems with non-compliance with Federal, State, and Local guidelines or regulations and establish processes for correcting non-compliance.
14. Prepare detailed reports of audit or compliance findings and submit to Executive Director of Student Services and ESE.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. Performs other duties as assigned by the Supervisor.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.