



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	State and Federal Programs Compliance Analyst
Payroll/Personnel Type:	12 Month
Job #	0028
Reports to:	Director of Innovation and Implementation
Shift Length:	8 hours
Union Eligibility:	Union Eligible
Starting Salary:	\$65,000

Position Summary:

St. Louis Public Schools is seeking a State and Federal Programs Compliance Analyst to serve under the Director of Innovation and Implementation in the Office of the Chief of Staff. The State and Federal Programs Compliance Analyst will be instrumental in ensuring all state and federal timelines, requirements and reports are addressed in a timely manner. The State and Federal Programs Compliance Analyst will work in collaboration with and in support of district and school staff and departments to ensure compliance with local, state and federal timelines, policies and mandates.

Essential Functions:

- Maintains compliance records for all local, state and federal timelines, policies and mandates
- Works with state and federal programs funded staff to create and monitor timelines and processes to ensure all local, state and federal timelines, policies and mandates are met
- Ongoing monitoring of deadlines and analysis of needs to provide formative support in meeting timelines and ensuring regulatory compliance with local, state, and federal guidelines
- Works collaboratively to perform internal audits of tiered monitoring evidence sources/documents to ensure accuracy and compliance with local, state, and federal guidelines
- Supports the creation and dissemination of sample resource tools/documentation related to local, state and federal requirements
- Collects and organizes all self-monitoring report materials as required by DESE/ESSA
- Posts and updates all required compliance documents on the St. Louis Public Schools website
- Ensures accuracy and compliance with local, state, and federal guidelines and submission timelines
- Supports the collection and monitoring of time-and-effort logs to ensure compliance with state and federal guidelines
- Assists in development and distribution of state and federal programs compliance manual for all district staff
- Provides support to school staff when requested or required to ensure compliance with local, state and federal requirements
- Provides assistance to all district staff to ensure compliance with local, state and federal guidelines
- Monitors and supports the resolution of any audit findings/corrective action plans received from DESE, specific to state and federal programs
- Maintains electronic filing systems to ensure all evidence sources/documentations are accounted for and easily accessible
- Prepares reports and documentation required to ensure compliance with local, state and federal timelines
- Develops resources for and completes non-public verification process
- Engages in district and DESE/ESSA professional development to remain current on local, state and federal requirements



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Collaborates with and supports district and school staff, departments, non-publics, local, state agencies with specific project requirements for federal and state compliance
- Works collaboratively with the Office of Family and Community Engagement to support professional development and training efforts for Family and Community Specialists or other departments that request similar support
- Supports the administrative needs of the Director of Innovation and Implementation as needed, specific to local, state, and federal compliance areas
- Performs other duties, as needed, relative to ensuring district compliance with local, state and federal guidelines

Knowledge, Skills, and Abilities:

- Knowledge of local, state and federal programs including, but not limited to, board policies and Titles I, II, and III
- Ability to work collaboratively with others
- Ability to develop trusting relationships
- Ability to task analyze complex tasks and create/explain action steps
- Skill in editing and proofreading
- Skill in use of Microsoft Office including but not limited to Excel, Word and PowerPoint
- Possess a strong work ethic and ability to work independently in task completion
- Possess strong writing skills
- Ability to create charts, graphs and clear, concise presentations
- Strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference

Experience:

- Experience working with state and federal programs
- Experience in managing multiple tasks
- Working in an office with clerical/secretarial responsibilities

Education:

- Bachelor's Degree or 5 years job related experience (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date
Immediate Supervisor	Date

Human Resources	Date
-----------------	------

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.