



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

Position Title:	State and Federal Compliance Clerk
Payroll/Personnel Type:	12 Month
Reports to:	Director, Special Projects

Position Summary:

St. Louis Public Schools is seeking a State and Federal Programs Compliance Monitor to serve under the Director of Special Projects in the Academic Office. The State and Federal Programs Compliance Clerk 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 Clerk will also serve as an integral member of the State and Federal Programs team that coordinates and supports all State and Federal work. This position will work in a collaborative and supportive manner to ensure all areas within the division are in compliance with all required local, state and federal timelines, policies and mandates

Essential Functions:

- Maintain compliance records for all local, state and federal timelines, policies and mandates
- Work 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
- Collect and organize all self-monitoring report materials as required by DESE/ESSA.
- Post all required documents on the St. Louis Public Schools website
- Ensure accuracy and compliance with indicated guidelines and submission timelines
- Support the collection of time-and-effort logs to ensure compliance with State and Federal guidelines
- Assist in development and distribution of State and Federal Programs Compliance Manual for all district staff
- Create sample resource tools/documentation, for use throughout the district, related to all local, state and federal requirements
- Visit schools and attend district level meetings as necessary to ensure compliance with local, state and federal requirements
- Perform internal audits of tiered monitoring evidence sources/documents submitted to the State and Federal Programs office to ensure accuracy and quality
- Provide support to school staff when requested or required to ensure compliance with local, state and federal requirements
- Assist, as needed, in ensuring only allowable purchases are incurred using federal funds when requested
- Provide assistance to all district staff to ensure compliance with local, state and federal guidelines
- Monitor resolution of any audit findings/corrective action plans received from DESE
- Maintain online paper filing systems to ensure all evidence sources/documentations are accounted for and easily accessible
- Prepare reports and documentation required to ensure compliance with local, state and federal timelines



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- Collaborate with and support district staff, departments, non-publics, local, state agencies with specific project requirements federal
- Work 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
- Support the administrative needs of the Director of Special Projects as needed, relative to completing extra service contracts and spreadsheets as well as supporting the interview process for non-certified federally funded positions to meet the requirements of 504 plans
- Support the Summer School Process as needed
- Perform other duties, as needed, relative to ensuring district compliance with local, state and federal compliance

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:

- High School Diploma or Equivalent (required)
- 60 credit hours from an accredited college or university (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



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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 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.