

(NEW 6-17-04)
REVISED 10-19-06
6-21-07
6-19-08

JOB DESCRIPTION

TITLE COMPLIANCE SPECIALIST,
ENGLISH LANGUAGE LEARNERS (ELL)/ ESE

QUALIFICATIONS

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

Education/ Experience	Associate's degree or equivalent from two-year college or technical school and two years related experience with Florida ELL programs; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read and interpret government regulations. Ability to write reports and procedures manuals. Ability to effectively present information and respond to questions from school personnel.
Mathematical Skills	Ability to calculate figures and amounts such as percentages and proportions. Ability to draw and interpret graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires travel to and between school sites and on site visits. The noise level in the work environment is usually moderate but may run high in different locations dependent upon student activities.

REPORTS TO Manager, Data Surveys

GENERAL RESPONSIBILITIES

1. Conducts internal audit of each school's ELL and ESE written program documentation for compliance with state regulations, META consent decree, and county LEP plan.
2. Provides consistent level of support services to school-based ELL Contacts, ESE Program Specialists and Data Entry Clerks regarding identification and resolution of ELL and ESE compliance questions and procedures through on-site visits, e-mail system, and telephone communication.
3. Provides consistent level of support services to District level ELL and ESE staff, regarding identification and resolution of compliance questions and procedures.

SPECIFIC RESPONSIBILITIES

1. Conducts daily site visits to schools to review written documentation for all active and inactive ELL and ESE students for FTE and program compliance.
2. Develops and maintains a system for providing on-site, telephone, or e-mail support for schools regarding procedural and data recording questions.
3. Accesses and retrieves student and program information from computer database to use in internal audit of school site.
4. Compares written documentation and database reports for accuracy and compliance.
5. Provides periodic written reports to ELL Director, ELL-FTE Compliance Supervisor, ESE Program Specialist and school Principal documenting status of each school's program and FTE compliance.
6. Maintains a working knowledge of the district's LEP Plan, ESE Special Programs and Procedures Manual, DOE FTE Data Elements, META consent decree, and Title III program requirements as they relate to monitoring school program and records compliance.
7. Maintains a system for recording program and FTE compliance audit findings.

8. Utilizes the Error Summary Report of completed ELL_Program Forms to follow up and take preventive action on incorrect procedures or inaccurate data recording at the school level.
9. Prepares and maintains district ELL Forms and ELL procedures manuals in areas of compliance and documentation.
10. Evaluates training needs for ELL contacts and ESE Program Specialists in area of program and FTE compliance, based on on-site audit findings.
11. Prepares for and conducts frequent but specifically targeted training sessions for documentation and compliance topics with ELL contacts and ESE Program Specialists.
12. Assists with orientation for new ELL contacts and ESE Program Specialist in areas of program and FTE compliance.
13. Performs other duties as assigned.