

Compliance Coordinator Job Description

The Adult Education full-time Compliance Coordinator is responsible for assisting the AE District Coordinator in providing a program-wide educational atmosphere where adult students have the opportunity to fulfill their potential by earning a high school equivalency diploma and/or improving basic skills in math, language, science, social studies, and reading, as demonstrated by progressing through the six Educational Functioning Levels defined by the National Reporting System (NRS). This person is responsible for assisting the AE District Coordinator in organizing and implementing a data reporting structure that ensures compliance with all state and federal regulations and supplies program staff with the data and tools necessary to conduct an instructional program that will meet the needs of adult students. Full-time responsibilities are based on a 37.5 hours work week.

General

1. Model professional and ethical standards in all interactions with staff, students, and the community.
2. Possess strong oral and written communication skills.
3. Be able to work a flexible, non-traditional schedule including a split schedule and up to two evenings per week.
4. Work independently with little direct supervision.
5. Work as part of a team.
6. Accept responsibility and be self-motivated.
7. Demonstrate strong work ethic to achieve program goals.
8. Possess effective multi-tasking and time management skills.
9. Utilize computer applications for word processing, spreadsheet creation and maintenance, and development of multimedia presentations.
10. Be comfortable preparing and presenting information for small and large groups.
11. Accept new tasks and responsibilities in a positive, professional manner.
12. Relay all pertinent information through established chains of communication.
13. Supervise staff at multiple locations.
14. Provide office coverage, customer service, and assistance with student registrations, class assignments, attendance reports, and student progress reports.
15. Perform general office duties: filing, copying, distribution of instructive and administrative materials.

Operations and Personnel

1. Support the following activities, guided by the District Coordinator:
 - a. Secure competent staff for all positions within the program.
 - b. Maintain complete and accurate employee files including:
 - i. Recruiting and screening documents such as applications, resumes, and educational transcripts.
 - ii. Job descriptions.
 - iii. Records relating to job offers, promotion, demotion, transfer, layoff, rates of pay, and other forms of compensation.
 - iv. Professional development and training records.
 - v. Pay and compensation information including documentation upon which salary allocation is based.
 - vi. Letters of recognition.
 - vii. Warnings, counseling, and disciplinary notices.
 - viii. Performance evaluations and goal setting/attainment records.
 - ix. Separation records.
2. Oversee multiple Adult Education staff members according to current organizational chart.
3. Prepare and maintain a filing system for all documentation related to purchase requests over \$500.00.

Instruction

1. Support the following activities, as guided by the District Coordinator:
 - a. Develop a participant intake and orientation process that clearly defines student and program goals and expectations and ensures appropriate placement in the program.
 - b. Provide training to staff for program changes and to ensure continuous improvement of the program.
 - c. Provide professional development opportunities for all staff including new hire orientation and ongoing staff development.
 - d. Ensure staff participation in local and state provided professional development opportunities.
2. Monitor/track students progress and determine when to post assess.
3. Conduct and/or monitor staff in conducting AE Orientation and Assessments using

CASAS/TABE and OPTs.

4. Assess changing curricular needs and plans for improvement using the current curriculum resources approved by the Division of Adult Education.

5. Administer and interpret scores for NRS approved assessments and HiSET Official Practice Tests.

Reporting and Compliance

1. Support the following activities, as guided by the District Coordinator:

a. Approve staff travel claims.

b. Maintain monthly time and effort records for any staff member with an administrative function, delegating to the Compliance Coordinator as needed.

c. Ensure fulfillment of the program's matching funds obligation.

d. Ensure compliance with the state's initial and ongoing assessment procedures as defined by the current AE Assessment Policy published by the Division of Adult Education, working in cooperation with the Instructional Coordinator(s) as needed.

e. Meeting program-wide goals set by the National Reporting System (NRS).

2. Monitor teacher and staff record keeping, ensuring that effective and efficient record keeping procedures are maintained through a physical filing system and in Jobs4TN.

3. Ensure program activities are reported according to federal and state regulations and to the regulations and policies of the fiscal entity, HopeWorks, Inc.

4. Ensure timely and accurate submission of all reports - both fiscal and programmatic (including equipment inventories) - due to the Division of Adult Education, the HopeWorks Board of Directors and Executive Leadership, and other stakeholders as necessary.

Program Development and Innovation

1. Support the following activities, as guided by the District Coordinator:

a. Develop a recruitment plan that informs the target population of program services and attracts prospective adult learners.

b. Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts.

c. Represent organization in a variety of public settings to increase

awareness.

- d. Evaluate needs of general public and community groups.
- e. Solicit ideas from staff and students regarding continuous program improvement.
- f. Participate actively in local literacy council/advisory board.
- g. Participate in activities of the Local Workforce Development Board(s).
- h. Monitor effectiveness of day to day operations under existing MOUs and identify possible areas of improvement.