

**COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT
POSITION VACANCY
FOR SCHOOL YEAR 2021-2022**

POSITION: Part-Time Certified Instructional Support Person

SCHOOL/PROGRAM: DISTRICT WIDE

DATE POSTED:

APPLICATION DEADLINE:

QUALIFICATIONS

- Hold a valid Kentucky Certificate for School Principal (preferred), or Elementary Education Program Consultant or Hold a valid Kentucky certificate for Supervisor of Instruction
- Have at least five years of experience teaching at the elementary level
- Have at least three years of experience in an urban public school setting (preferred).
- Have experience working collaboratively with teachers and school administrators.

RESPONSIBLE TO: Assistant Superintendent – Learning Support

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

- Assist with managing and monitoring the appropriate use of ESSER I, ESSER II and ESSER III (American Rescue Plan Act-ARP) funds through GMAP. Collaborate with the district's finance officer on a regular basis in order to align ESSER funds in MUNIS with GMAP.
- Coordinating programs specifically in the area of Title I and related activities; implementing and maintaining services within established guidelines and standards of ESSER I-III
- Monitors programs, ESSER I-III budget expenditures, federal programs, etc. for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Establishes and manages fiscal record keeping systems for all ESSER funds and related programs.
- Assists to complete monitoring audits of ESSER funds periodically by the Kentucky Department of Education
- Develop systems in order to create revisions as needed with these funds and report these changes through GMAP in a timely and precise manner.

- Supports Coordinator of Title Programs Compliance with preparing for and leading meetings and conducting research on allowable uses of ESSER funds.
- Compiles, processes and submits state reports to comply with state and federal requirements of ESSER funds.
- Supports preparation and submission of ESSER applications, assurances and GMAP reports.
- Ensures compliance with state and federal laws, regulations, board policies, maintains knowledge of legal and regulatory changes.
- Monitors school and district-level ESSER budgets to assure funds are received and spent appropriately.
- Attends training sessions to keep current on changes in state and federal regulations and provide training for schools and departments.
- Supports district program leaders and principals with creating budgets, coordinating costs and tracking outcomes of programs.
- Facilitates knowledge of requirements to district program leaders and building principals with ESSER funds, budgeting, and revision process.
- Maintains inventory systems for ESSER funded equipment and resources (e.g. technology, maintenance) in collaboration with specific district directors of each area.
- Supports Coordinator of Title Programs to ensure district policies are updated and maintained in compliance with state and federal laws.
- Ensures evidence and documentation is captured and organized to support with monitoring and audit processes.
- Assist in the planning and utilization of Title funds available to the schools through various federal programs- Title I, II and IV. Assist in the preparation, administration, and maintaining the budgets for all federal programs through GMAP.
- Assist in the consultation with private schools to implement the Title I program
- Managing Title 1 parent involvement programs.
- Assist in the supervision of the ongoing evaluation of parent involvement programs in each school.
- Assist in the supervision and the evaluation of Title 1 school level programs by assessing, documenting, compiling and analyzing all pertinent Title 1 data.
- Assist in the preparation of the annual state report summarizing the evaluation of all Title programs.
- Assist district leadership in compiling and maintaining written records and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the U. S. Office of Education
- Assist in maintaining written records and evaluation reports for accountability and monitoring purposes.
- Assist district leadership in evaluating all federally funded projects in operation in the district on a regular basis.
- Assist in completing District Assurances as needed for district each year.

- Perform other assignments assigned as may be requested by the Assistant Superintendent of Curriculum and Learning and the Superintendent of Schools

JOB GOAL:

Ensures compliance with all aspects of the Elementary and Secondary School Emergency Relief (ESSER) funds issued through federal stimulus plans. Assists district level leaders and building principals with budget planning, allocation and accounting for ESSER funds. Monitors and maintains accurate records in compliance with state and federal fiscal record keeping requirements. Assist in the planning, utilization and monitoring of federal and state funding opportunities and federally funded district personnel to as great advantage as possible to benefit the educational excellence of the district's programs, facilities, and personnel.

CONTRACT: Not to exceed 150 days per year

SALARY: Based on Rank and experience
Salary Schedule – Rank and Experience

APPLICATION PROCESS:

- Complete the [online](https://covschools.tedk12.com/hire) application at: <https://covschools.tedk12.com/hire>.
- Please direct questions about the online application process to, Dawn Vancini, - Admin Asst., Certified Personnel – Central Office at dawn.vancini@covington.kyschools.us
- For information regarding the position contact Scott Alter at scott.alter@covington.kyschools.us

All applications will be evaluated and screened

(80-2021-000)