

**Hernando County School Board  
Florida**

<b>Title I School-Based Compliance Liaison</b>
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**Required Qualifications:**

- Florida Educator’s Certificate
- Ability to work cooperatively and effectively with peers and colleagues
- Ability to apply leadership skills among peers and colleagues
- Ability to perform basic computer functions
- Ability to follow timelines
- Ability to be organized

**Desired Qualifications:**

- Knowledge of current principles and practices of federal programs
- Knowledge of the operational procedures of federal programs including guidelines and regulations relating to federal programs

**Performance Responsibilities:**

- Attend all scheduled district compliance meetings
- Collect and upload school-level Title I documentation required for compliance
- Monitor and submit school level compliance evidence by due dates
- Serve as a liaison between the LEA, school administration, and staff on Title I topics
- Implement best practices from district Title I meetings at the campus level
- Use technological and computer applications related to management of Title I documentation (scan and upload documents, etc.)
- Collect, maintain, and oversee extend learning additional duty programs and documentation.
- Perform other duties as assigned by Site Administrator and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal in conjunction with the Supervisor of Federal Programs

**Terms of Employment:**

Supplemental Position

**Salary:**

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

Board Approved: 09/19/2023