

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

COMPLIANCE SPECIALIST

QUALIFICATIONS:

1. A Bachelor's Degree in Social Sciences.
2. A working knowledge of the Early Childhood Department.
3. Knowledge of State Regulations as they pertain to Abbott, Early Childhood Programs and Community Providers.
4. Effective oral and written communication skills.
5. Strong interpersonal skills and ability to work successfully in a team mode.

REPORTS TO:

Fiscal Coordinator

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Works collaboratively with other agencies and institutions in the community.
2. Maintain files for documentation of Abbott provider personnel staff.
3. Maintain data to ensure compliance of community centers with the district contract for preschool.
4. Monitor all criminal history and child abuse background checks for all Abbott provider staff.
5. Maintains all professional development files for district and in-district teachers.
6. Responsible for all provider registrations.
7. Responsible for investigation of all insurance coverage for providers.
8. Monitors monthly attendance reports submitted by the Abbott providers.

TERM OF

EMPLOYMENT:

Twelve (12) months position

BARGAINING UNIT:

Business & Technical

SALARY:

In accordance with Business and Technical Guide A agreement.

STATUS:

Hourly _____
Exempt _____

Salaried X
Non-Exempt X

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical personnel.

Board Approved
1/24/2011

Board Approved
October 26, 2015