



Compliance Coordinator/ Lead Registrar

Job Description

Reports To:	Director of Operations and Director of Assessment & Accountability
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Classified Salary Schedule
Work Schedule:	12 Months
Location:	Onsite and remote Office

Position Summary:

The Compliance Coordinator is responsible for managing compliance functions in both School Pathways and Calpads, alongside the Director of Operations and Director of Assessment & Accountability, including reviewing attendance claim submissions, assessment administration, compliance and reporting. The Compliance Coordinator will work closely with the high school team to ensure compliance and accuracy in all transcripts and work permits.

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.

Employer Requirements:

- Two (2) years of related experience preferred

State Requirements:

- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

Enrollment & Attendance:

- Review student Master Agreements for proper dates and signatures.

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- Correct any and all anomalies pertaining to attendance in SIS and communicate additional steps necessary to staff members as needed.
- Review and manage attendance sheets and withdrawals for each earning Period.
- Reach out to student's new schools to confirm enrollment
 - If a new school does not exist, reach out to parents to confirm placement of student enrollment.
 - Pull SSIDs when necessary
- Corrects CALPADS anomalies during monthly ConCurrent Enrollment Calpads Checks.
- Collaborates with the enrollment team on concurrent enrollment reports that arise throughout the year; notifies the ToR of any adjustments needed on various reports (AWRs, Grid Logs, attendance, funding adjustments) ; ensures accuracy of student information in School Pathways and online purchasing system (OPS) as well as any supporting documents where enrollment information is required.
- Collaborate and train admissions clerks on approving grid logs and attendance; provide additional support in locating missing grid logs and re-setting a grid log for a ToR.
- Trains administration, support staff and teachers in proper attendance and compliance procedures.
- Attend training and professional development with School Pathways and/or other relevant vendors.
- Train and oversee registrar and weekly duties pertaining to attendance, student files, and work permits.
- Complete transcript uploads and upkeep for all students taking High School level courses.

Reporting:

- Works alongside Director of Operations in P1 and P2 reporting
- Assists the Director of Operations in compiling data and submits the CBEDs report, Fall 2 report, and EOY reporting within the mandatory deadlines.
- Updates Admin on CALPADS CCE, ERDs, SSIDs, and reviews any special program assignments.
- Works with school administration to complete requested tasks and deliver reports.

Assessment:

- Assist the Director of Assessment and Accountability with ELPAC testing; administering assessments and sending out correspondence to parents.
- Document and send EL and RFEP letters and score reports to parents.
- CAASPP assistance: spreadsheet monitoring, correspondence, troubleshooting
- Input and administer mid-year i-Ready tests.
- Assist with entering PFT data

High School:

- Review high school transcripts to ensure our school obtains a complete record of grades from the previous school.
- Request missing high school transcripts if necessary.
- Enter previous school transcripts into SIS from as they are written.
- Ensures the student meets the GPA requirement to obtain a work permit.
 - Review what type of form is being requested.

- Based on the form type, carry out the functions as necessary; review requests with TOR, review the place and employment of work, then compile findings to send to the counselor for final review.
- Review students' grades and confirm students have met Excel Academy's GPA requirement to enroll in community college courses.

Other Duties:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Represent the school at community events.
- Supports testing sites as needed during the testing season
- Attend professional development

Abilities:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

Physical and Environmental 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.

- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date