

The Chief Compliance Officer (CCO) is responsible for ensuring 100% compliance with all relevant and applicable governance, charter laws, education code, collective bargaining agreements, the school's charter petition, and requirements (for example, LAUSD). The CCO's responsibilities include:

- Develop and manage a regional compliance calendar (i.e., a comprehensive list of federal, state, and reporting deadlines as well as a thoughtful list of activities that schools and departments will need to complete throughout the year to meet these deadlines).
- Refine and manage regional compliance policies, processes, and protocols (i.e., creating a data dictionary that defines how ECRCHS calculates commonly used terms, creating process maps for collection, analysis, and use of key data metrics to ensure clarity and efficiency).
- Work closely with school leaders, assistant principals, and department leaders to share compliance requirements.
- Oversee the compliance specific board meeting agenda and minutes to ensure all compliance deliverables are being met accordingly; work closely with relevant team members to ensure timely project management of all applicable internal and external deadlines.
- Train assistant principals and department leaders as needed on updated and/or new requirements.
- Work closely with school leaders, assistant principals, and department leaders to ensure all impacted groups are complying with current processes and policies and to ensure the organization is meeting deadlines in the most efficient and effective manner possible.
- Lend expertise and exercise a consultative approach specific to compliance requirements and proper use cases for all required meetings and committees that involve stakeholders.
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- Receive and fulfill all requests made under the Public Records Act.
- Oversee compliance with LAUSD Charter Transparency Resolution.
- Ensure compliance with CALPADS reporting requirements.
- Work closely with the Chief Business Officer to ensure compliance with miscellaneous (international students, trust accounts, civic center, fundraising, ASB, school sponsored activities).
- Provide ad hoc reporting upon request.

The CCO must meet the following requirements:

- Bachelor's degree (required), Master's and or JD degree (preferred).
- Proven experience managing a compliance function within the charter school system.
- Proven ability to research, absorb, and implement new compliance learnings and keep updated on new and emerging compliance trends.

- Experience developing, implementing, and refining systems, processes, and/or procedures.
- Ability to identify an issue and implement a problem-solving approach.
- Strategic and analytical thinker combined with a flexible and entrepreneurial spirit; ability to adapt to the quickly changing needs and priorities of ECRCHS.
- Demonstrate interest in continuous improvement.
- Proven written and oral communication skills, with the ability to engage and inspire a wide range of audiences.