Little Rock School District  
**JOB DESCRIPTION**

**Position Title:** ESSER Monitoring and Report Director  
**Prepared Date:** 01/19/2022

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**JOB GOAL:**
This temporary position is responsible for conducting, monitoring, and reporting of schools’ use of Elementary and Secondary School Relief (ESSER) funds and implementation of activities funded with ESSER funds, including providing technical assistance, training, guidance, and support to schools on meeting federal reporting and monitoring requirements. Because the position is fully funded with Coronavirus Response and Relief Supplemental Appropriations Act, funding for the position is contingent upon the continuation of education emergency relief funds associated with the Coronavirus pandemic. LEAs must obligate ESSER funds by September 30, 2023.

**TERMS OF EMPLOYMENT:**
Twelve (12) month (245 days) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

**QUALIFICATIONS:**

**Minimum Education Requirements:**
- Master’s degree from an accredited college in school administration, education policy, law, finance, accounting, or related fields.
- At least years of experience in school administration with the implementation of federal educational laws (i.e., the Elementary and Secondary Education Act), grants management experience, or grants administration experience at a local or state educational agency.

**Competency and Qualification Requirements:**
- Knowledge of Education Stabilization Funds under the CARES Act and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), specifically the Elementary and Secondary School Emergency Relief (ESSER) funds and/or strong understanding of federal education requirements specific to the CARES Act.
- Experience administering and knowledge of Federal Statutes (e.g., ESEA/ESSA, IDEA).
- Minimum 2 years of experience in conducting compliance monitoring of federal grants or participating in federal grant monitoring.
- Proficiency in Microsoft Excel, Word, PowerPoint, and Access.
- Demonstrated ability to communicate effectively, both verbally and in writing.
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- Exceptional organizational skills, including the ability to balance competing priorities, track and meet deadlines. Ability to handle multiple projects simultaneously.

- Ability to work effectively with diverse stakeholders in difficult or uncertain circumstances.

- Experience in developing and delivering professional development trainings and conferences for adult learners, using various modalities (e.g., online, small, or large groups).

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Monitor LEA Administration of ESSER-funded Programs and Activities.

2. Assist with aligning ESSER monitoring protocols, processes, indicators, tools, and resources with ESEA monitoring.

3. Plan and conduct onsite and desk reviews of ESSER programs, in collaboration with other district leadership, grants fiscal management, and other units, and produce written reports regarding findings.

4. Use the risk assessment results to identify the indicators to be reviewed as part of the district's monitoring process.

5. Review and provide feedback to executive leadership on evidence submitted.

6. Develop written reports on monitoring results.

7. Provide follow-up support to the district leadership team to develop and implement any necessary corrective actions.

8. Support district leadership with taking any necessary corrective actions, provide follow-up support until district leadership can demonstrate compliance and effective use of funds.

9. Progress monitor and track monitoring activities.

10. Develop and disseminate reports on results of monitoring activities.

11. Collaborate with the Data, Accountability, Reporting, and Evaluation Team to meet federal reporting requirements under ESSER.

12. Develop and deliver training to districts on ESSER requirements and monitoring protocols, processes, and documentation necessary to demonstrate compliance and effective use of ESSER funds.

13. Work as a team member across multiple offices (Special Education, Gifted and Talented, School and District Improvement, and others) to conduct coordinated monitoring, follow-up support, and training to districts.
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14. Collaborate with other offices in providing guidance and implementing federal requirements under ESSER.

15. Assist district leadership in coordinating federal, state, and local programs, and resources to improve program quality and effectiveness.

16. Other duties as assigned by the Deputy Superintendent for Academics and School Leadership or the Superintendent.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.