



Position Description

TITLE:	Categorical Programs Compliance Manager	REPORTS:	Director, Categorical Programs
COMMUNITY:	Teaching and Learning	CLASSIFICATION:	Professional-Technical
FLSA:	Exempt	WORK YEAR:	12 Month
ISSUED:	June 12, 2026	SALARY:	Professional-Technical Salary Schedule Grade 124

PRIMARY PURPOSE:

The Manager of Categorical Program Compliance oversees operational systems, compliance functions, and program support for federally and state-funded categorical programs, including Title I, Part A and Learning Assistance Program (LAP). The position coordinates districtwide program implementation support, time and effort compliance, Program Review and Support (PRS) activities, monitoring preparation, technical assistance, communications, and operational accountability systems to ensure compliance with federal, state, and district requirements. The position serves as a central liaison between schools, departments, and program leadership to support effective administration, documentation, reporting, and continuous improvement of categorical programs.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

- Coordinate operational implementation and compliance systems for categorical programs including Title I, LAP, and other assigned state or federal programs.
- Develop, implement, and maintain procedures to ensure compliance with federal, state, and district regulations.
- Monitor program activities and documentation to support audit readiness and regulatory compliance.
- Support internal controls related to program operations, expenditures, documentation, and accountability.

- Coordinate corrective action responses and monitoring activities resulting from federal or state reviews.
- Maintain program records and documentation required for compliance and monitoring purposes.
- Assist in development and implementation of district procedures related to categorical program administration.
- Oversee districtwide time and effort documentation systems for federally funded staff.
- Coordinate collection and monitoring of semi-annual certifications and personnel activity reports (PARs).
- Develop procedures, timelines, and guidance related to federal time and effort requirements.
- Provide technical assistance and training to administrators and staff regarding allowable documentation practices.
- Collaborate with payroll, human resources, and fiscal departments to ensure compliance with federal grant requirements.
- Lead coordination of district preparation for state and federal Program Review and Support activities.
- Organize evidence collection, documentation review, and submission processes for monitoring reviews.
- Coordinate responses to findings, recommendations, and corrective action requirements.
- Monitor implementation of corrective action plans and compliance timelines.
- Serve as district liaison during monitoring and review activities.
- Develop and disseminate guidance documents, procedures, timelines, and compliance communications.
- Provide technical assistance and operational support to district and school administrators regarding categorical program requirements.
- Facilitate cross-department coordination to support effective program implementation and compliance.
- Support communication systems related to program requirements, deadlines, and operational updates.
- Collaborate with leadership teams to ensure consistent implementation of district procedures and expectations.
- Support collection, organization, and review of program data and documentation required for state and federal reporting.
- Assist in preparation of reports, monitoring responses, and operational summaries.
- Monitor compliance documentation and operational metrics related to assigned programs.
- Support continuous improvement efforts through analysis of program operations and compliance processes.
- Participate in district committees, leadership teams, and planning activities related to categorical programs and compliance systems.
- Collaborate with fiscal services, human resources, payroll, school leadership, and program staff to ensure coordinated operational support.
- Promote efficient systems and practices that support equitable access and effective program implementation.
- Maintain current knowledge of Federal and State compliance requirements for State and Federal Programs.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in education, public administration, business administration, or related field.
- Minimum of three (3) years of experience in program administration, compliance, educational operations, or categorical program management.
- Experience coordinating compliance systems, monitoring activities, or operational processes preferred.

PREFERRED QUALIFICATIONS:

- Knowledge of Title I, Part A and Learning Assistance Program (LAP) requirements.
- Experience with federal grants management and compliance monitoring.
- Experience with Program Review and Support (PRS) processes.
- Experience providing technical assistance and training.
- Experience with federal and/or state education program requirements preferred.
- School district administrative or operational experience preferred.

Employment eligibility may include fingerprints, health (TB), and/or other employment clearance.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of and Ability:

- Federal and state categorical program requirements
- Compliance and monitoring practices
- Time and effort documentation requirements
- Program operations and administrative systems
- Recordkeeping and reporting procedures
- District organizational practices and educational systems
- Organization and project coordination
- Data management and documentation review
- Written and verbal communication
- Technical assistance and training delivery
- Interdepartmental collaboration
- Problem solving and process improvement
- Interpret and apply laws, regulations, and procedures
- Manage multiple projects and deadlines
- Maintain confidential records and information
- Build collaborative relationships across departments
- Communicate effectively with diverse stakeholders
- Work independently with minimal supervision

(Allowable Substitutions: Any combination of education, experience, and training which provide the incumbent/applicant with the knowledge, skills, and ability required to perform the work, as determined by the district.)

WORKING CONDITIONS:

Environment:

- Daily activity is performed in an office environment.
- Demanding timelines.
- Subject to frequent interruptions and extensive contact with staff and the public.
- Indoor and outdoor environment.

Physical demands:

- Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include lifting up to fifty pounds, storing of materials and equipment, transporting tools and parts

Hazards:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

This position provides direct operational oversight and compliance management for federally and state-funded categorical programs, including Title I, Part A and Learning Assistance Program (LAP). Responsibilities include federally required time and effort oversight, program monitoring coordination, Program Review and Support (PRS) preparation, compliance documentation, technical assistance, and districtwide operational communications. Because duties support both federal program administration and districtwide operational systems extending beyond a single categorical program, funding is appropriately shared between Title I and Basic Education.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.