

CONTRACT ANNOUNCEMENT

Federal Programs Elementary and Secondary Act (ESEA) Federal Programs Monitoring Contractor (program) REGION 1, 2 & 3

Position Detail

Term: As soon as possible – June 30, 2024 with the option of renewal

Classification: Part Time Contract Position

Reports to the Title I-A Coordinator, Federal Programs Elementary and Secondary Education Act (ESEA)

Primary Purpose

The ESEA Monitoring Contractor is a member of the federal programs team with key responsibilities for ensuring that local educational agencies (LEAs) are in compliance with fiscal and/or programmatic monitoring requirements for the K-12 Elementary and Secondary Education Act (ESEA) Fund grants.

Federal Programs monitoring reviews use of funds for the following title funds: Title I-A, Title I-C, Title II-A, Title III-A, Title IV-A, Title IX-A and Equitable Services.

This is a hybrid position with some regional travel possible. Virtual contact with Idaho LEA's across the state will be necessary, as well.

Key Responsibilities

- Possesses an excellent knowledge of the Federal Programs laws and regulation under the Elementary and Secondary Education Act (ESEA) Fund grants.
- Coordinate with Title I-A Coordinator for assigned monitoring duties.
- Reviews, completes, and creates reports ensuring compliance with laws, regulations, and policies.
- Provides the standardization of guidelines concerning oversight, evaluation, and monitoring of each LEA assigned.
- Collaborate with Federal Programs SDE staff to coordinate and bridge resources, knowledge, and experiences to better align services to LEAs.
- Other duties as assigned.

Minimum Qualifications

- Applicants must have a Bachelor's degree from an accredited university. Education degree preferred.
- Experience interpreting federal laws, rules, regulations, and policies and advising on their requirements.
- Possess strong organizational skills and be able to prepare clear and accurate reports.
- Possess excellent customer service skills; ability to work with other people on sensitive/controversial issues; ability to communicate orally and in writing with a wide variety of clients.
- Applicant must have strong interpersonal skills and ability to work effectively as a member of a team, promote team goals and maintain team climate.
- Ability to prioritize and organize multiple activities to reach established goals.
- Experience in technical support writing.
- Educational experience preferred.

Education Level

- Bachelor's Degree

Preferred Qualifications

- Monitoring experience
- Knowledge of ESEA programs and/or fiscal grants
- Excellent collaboration skills

Compensation

The compensation for this contract is \$65/hour up to \$15,000 inclusive of all costs for travel, insurance, and equipment to commensurate with education and experience.

This is a contract position, the contractor will not be an employee of the SDE, and as such SDE does not provide any employment benefits. The contractor will need to provide and show proof of Professional Liability Insurance.

To apply, submit the following documents:

Resume, letter of interest that addresses minimum and preferred qualifications, and a list of names with contact information for three (3) professional references to:

Stacie Rekow srekow@sde.idaho.gov



IDAHO
STATE DEPARTMENT OF EDUCATION

DEBBIE CRITCHFIELD
SUPERINTENDENT OF PUBLIC INSTRUCTION

650 W. STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
(208) 332-6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

Priority consideration will be given to applications received by August 1, 2023. However, the positions will remain open until filled.