CONTRACT ANNOUNCEMENT

Federal Programs Elementary and Secondary School Emergency Relief (ESSER) Funds Monitoring Contractor (program and/or fiscal reviewers)

Position Detail

Term: As soon as possible – June 30, 2023 with the option of renewal
Classification: Part Time Contract Position
Reports to the Coordinator, Federal Programs Elementary and Secondary School Emergency Relief (ESSER) Funds Monitoring

Primary Purpose

The ESSER 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 School Emergency Relief (ESSER) Fund grants.

ESSER grants include the Coronavirus Aid, Relief, and Economic Security (CARES) Act, CARES Act Equitable Services, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, CRRSA Emergency Assistance to Non-Public Schools (EANS), American Rescue Plan (ARP) ESSER, ARP EANS, and ARP Homeless Children and Youth (HCY). This is a limited service contract for the duration of the ESSER grants, approximately three years.

This is a remote and/or in person position that will require virtual and/or in person visits of Idaho LEA’s across the state. The SDE is looking ESSER Monitoring Contractors.

Key Responsibilities

- Possesses an excellent knowledge of the CARES Act, CRRSA Act, CRRSA EANS, ARP ESSER, ARP HCY, ARP EANS laws and regulation under the Elementary and Secondary School Emergency Relief (ESSER) Fund grants.
- Coordinates all aspects of monitoring for approximately 50 local educational agencies (LEAs) a year.
- Possesses excellent knowledge of fiscal requirements for each ESSER grant.
- Reviews, completes, and processes financial documents to ensure compliance with laws, regulations, and policies.
• Provides monitoring training and technical assistance to LEAs throughout the monitoring process including response documentation through the close of each review.
• Provides the standardization of guidelines concerning oversight, evaluation, and monitoring of each LEA.
• Track and analyze monitoring findings to inform technical assistance to LEAs.
• Collaborate with SDE staff across departments and Federal Programs staff to coordinate and bridge resources, knowledge, and experiences to better align services to LEAs.
• Develops ad-hoc reports, spreadsheets, and other financial documents and procedures.
• Format any public documents for ADA accessibility per SOPI policies and procedures.
• Support ESEA fiscal monitoring, as needed.
• Other duties as assigned.

Minimum Qualifications

• Applicants must have a Bachelor’s degree from an accredited university in Business Administration or Accounting degree preferred for fiscal monitoring AND/OR have a Bachelor’s degree from an accredited university in Education degree preferred for program monitoring.
• Experience interpreting federal laws, rules, regulations, and policies and advising on their requirements.
• Good knowledge of accounting principles and practices.
• Proficient skills to analyze, research, and maintain financial data and interpret financial documents.
• Experience in creating and using spreadsheet applications with Microsoft Excel software, such as pivot tables and V-Lookup functions preferred.
• 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.
• Ability to establish and maintain effective collaborative working relationships with school districts.
• Ability to travel periodically to provide technical assistance and training throughout the State.
• Experience in technical support writing.
• Educational experience preferred.

Education Level
• Bachelor’s Degree
Preferred Qualifications

- Monitoring experience
- Knowledge of ESSER program and/or fiscal grants
- Excellent collaboration skills

Compensation

The compensation for this contract is $65/hour up to $50,000 inclusive of all costs for travel, insurance, equipment, software, supplies, and phone, 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 Automobile 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:

Katie Watkins: kwatkins@sde.idaho.gov

Priority consideration will be given to applications received by August 1, 2022. However, the positions will remain open until filled.