

Human Resources Section  
2500 North Lincoln Boulevard, Rm. 111  
Oklahoma City, OK 73105-4599  
Phone 405.521.3977 ~ Fax 405.522.1671  
jobs@sde.ok.gov  
http://ok.gov/sde/jobs



**Compliance Officer (164)**  
**Accountability & Assessments Section, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Assist in ensuring compliance with federal and state laws and reporting requirements related to the Oklahoma School Testing Program and school accountability system. Advise agency leadership of potential problems or concerns and areas of noncompliance. Provide assistance to school administrators

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a bachelor's degree [*official transcript(s) required*] and employment in a position which required planning, implementation, research, evaluation and maintenance of programs, including experience in education.
- Knowledge and/or experience in educational measurement, educational psychology, educational research, educational leadership or a related area with foundation in law and ethics preferred.

**KNOWLEDGE/SKILLS/ABILITIES**

- Demonstrated competence in establishing and maintaining effective communications and working relationships with agency employees, school officials and professionals from other educational entities;
- Ability to analyze and interpret information as it pertains to assigned areas, and ability to generate written reports and presentations related to assigned areas;
- Knowledge of current state and federal laws relating to assessments and accountability.
- Working knowledge of internal and external compliance related rules, regulations and policies related to the field of work for that business. Working independently as well as within a group, be a team player with a strong ability to problem solve and think critically.
- Ability to think analytically and logically and to use existing resources to troubleshoot data anomalies or issues to identify and implement appropriate solutions.
- Strong data management, analytical, and organizational skills.
- Ability to develop effective professional development opportunities for appropriate state and district personnel related to assessments and accountability.
- Applicants must be willing and able to perform necessary job-related travel.

**EXAMPLES OF WORK PERFORMED**

- Provide periodic written reports of work describing progress, barriers, and recommendations. Assist in the preparation of required progress reports to the U.S. Department of Education.
- Develop, initiate, maintain, and revise policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct. Manage day-to-day operation of the program.
- Collaborate with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consult with the agency attorney as needed to resolve difficult legal compliance issues.
- Respond to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures. Develop and oversee a system for uniform handling of such violations.
- Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future.
- Provide reports on a regular basis, and as directed or requested.
- Develop policy and procedures to ensure compliance with State and Federal regulations regarding assessments, accountability, and district and school accreditation.
- Assist with all state accountability reports with regard to district and site academic performance.
- Work with federal program leaders at the State Department of Education in the development and completion of reports and other analyses related to federal assessment and accountability requirements.
- Collaborate with other School Improvement staff toward school improvement across the state.
- Perform other related work as required and assigned.

**COMPENSATION**

Annual Salary - \$50,000      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 9505

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