



WEST CHICAGO ELEMENTARY SCHOOLS

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312 East Forest Avenue
West Chicago, IL 60185
630.293.6000
www.wego33.org

Board of Education

TO: Board of Education
FROM: Sarah Burnett, Assistant Superintendent of Human Resources
DATE: April 9, 2026
RE: Grant Compliance and Data Quality Administrator Job Description

This memo is:

- Information only.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: April 23, 2026

Previous memos on this topic can be found:

- in previous Board packet(s) dated.
- or attached to this memo

Basic Information:
<p>As a district we have had significant turnover in the roles responsible for grant management and student information system management. Grants and our student information system are integral to our district funding and services we are able to provide for our students, staff, and families.</p> <p>As a district we have had significant turnover in the roles responsible for grant management and student information system management. Grants and our student information system are integral to our district funding and services we are able to provide for our students, staff, and families. Because of this, we are recommending the approval of an administrative position responsible for the oversight of our grants and student information system.</p>
Background/Historical Context:
<p>The district administration is recommending the administrative position of Grant Compliance and Data Quality Administrator to oversee the district grants and student information system. This position will manage the multitude of grants that the district has, as well as oversee our student information system to ensure that data is clean and able to be successfully and accurately reported to the state. The annual salary for this position will align with the Dean salary and start at \$89,139. The full job description can be found here.</p>
Previous decisions, actions, or parameters that relate to this topic or issue:
N/A
Recommendations:
<p>The District Administration recommends to approve the job description for the position of Grant Compliance and Data Quality Administrator.</p>