

**JOB DESCRIPTION**  
**ACCOUNTABILITY COORDINATOR**

**261 Days – Range 1 – Classified Management Salary Schedule (ESD/HSD)**

**DEFINITION:** The Accountability Coordinator provides specialized support to district departments and sites to monitor LCAP, LCFF, federal and local funds and grants. Under the supervision of the Assistant Superintendent, Education Services the Accountability Coordinator will support directors, administrators, teachers, and classified staff.

**DIRECTLY RESPONSIBLE TO:** Assistant Superintendent, Education Services Division

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Research and/or obtain materials and supplies that will be needed for successful monitoring of LCAP programs
- Develop a timeline of events and month-by-month responsibilities for monitoring the district Federal Program Monitoring (FPM) process
- Collect and compile data required for the preparation of reports
- Provide direct support to identified Title I sites
- Collaborate with and support private schools to discuss participation in federal programs and begin program development
- Research and order appropriate health related curriculum for 5th grade students
- Facilitate development of the annual Consolidated Application I and II (CRS Report)
- Attend Elementary/Secondary meetings as needed
- Provide content and technical work for Education Services website
- Provide Alternative Governance Teams support
- Oversee Williams lawsuit monitoring
- Oversee and monitor sufficiency of textbooks paperwork and public hearing process
- Assist in grant reporting and monitoring
- Monitor and review purchase orders and expense claims for categorical expenditures and assist school site staff with understanding the regulations and allowable expenditures
- Act as liaison with Business Services on categorical budgets and State reports

**Test Coordination and Scheduling**

- Coordinate SBAC test preparation with teachers and irregularities monitoring
- Oversee any State required assessment prep with site staff and irregularities monitoring including but not limited to the following:
  - CAHSEE
  - EAP
  - PSAT – Coordinate with sites
  - P.E.
  - CHKS

**Federal program monitoring for Title I, II, III and any other programs**

- Monitor parent involvement compliance at sites
- Monitor inventory & use of purchases
- Implement Title I Program Improvement requirements to include notifications, Supplemental Educational Services, school choice
- Consult with private schools regarding parent orientation/parent workshop
- Oversee Title I support to targeted sites

- Conduct staff needs assessment survey every two years
- Monitor timely expenditures to ensure distribution of apportionments
- Submit quarterly reports/annual report

#### **Single Plan for Student Achievement/Site Leadership Teams**

- Assist in planning leadership training and Site Leadership Team support
- Review and audit categorical budgets
- Facilitate development of leadership handbook/categorical brochure
- Provide Single Plan for Student Achievement support

#### **Homeless Support**

- Coordinate services, including student transportation
- Conduct homeless orientation for Administrative Assistants/Site Liaisons
- Attend MCOE Homeless & Foster Advisory meetings

#### **REQUIRED KNOWLEDGE, ABILITIES AND EXPERIENCE:**

##### **KNOWLEDGE OF:**

- Advanced proficiency in Microsoft Office Suite
- Advanced proficiency in data retrieval and formatting
- Proficiency in Google Docs
- Knowledge of SIS and/or Infinite Campus preferred
- Knowledge of CALPADS a plus

##### **ABILITY TO:**

- Coordinate a wide variety of diverse project activities and services; provide effective leadership in their application to user needs.

##### **SKILLS/EXPERIENCE:**

- Working effectively with students, families and school staff
- Experience working with ethnically diverse, linguistically diverse students and families
- Bi-literate in Spanish preferred

#### **REQUIRED QUALIFICATIONS/CLEARANCES:**

- BA/BS or equivalent experience from working in public schools
- TB Clearance
- DOJ Fingerprint Clearance (upon offer of employment)

#### **PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is performed in an office environment.

Board Approved:

*The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.*