

	<b>POSITION DESCRIPTION</b>
<b>Title: Coordinator, State and Federal Programs</b>	
<b>Department:</b> Student and Family Services	<b>FLSA Classification:</b> Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis
<b>Bargaining Unit:</b> None	<b>Work Year:</b> 203 days
<b>Reports to:</b> Assistant Superintendent Student and Family Services	<b>Board Approval Date:</b> pending July 22, 2020.

**Salary Grade: Scheduled Management Salary Schedule (Range 39) \$106,567 - \$117,379**

**Primary Function:**

Under the direction of the Assistant Superintendent, Student and Family Services, plan, organize, and coordinate the implementation and evaluation of the State and Federally funded programs in the District; serve as a liaison with other agencies concerning state and federal programs. May also assist with curriculum, curriculum review, assists with curriculum implementation.

Essential Job Functions include, but are not limited to the following:

1. Coordinates all categorical programs, educational grant proposals, and special projects, including communicating with the California Department of Education, the District Board of Education, District leadership, external consultants, and District and school site staff.
2. Coordinates the implementation of State and Federal Categorical Program requirements, including technical support to school sites regarding requirements under the Elementary and Secondary Education Act (ESEA), Local Control Accountability Plan (LCAP), School Development and Improvement Plan (SDIP), Federal Program Monitoring (FPM). process, and intervention support for schools in Program Improvement.
3. Coordinates DELAC, ELAC, and DAC for local and state advisory groups.
4. Ensures categorical programs for compliance with established policies, procedures, and educational codes.
5. Monitors progress of and data on State mandated programs, Federal mandated programs and initiative included in the District LCAP and School Site Single Plan for Student Achievement (SPSA)
6. Collects, organizes, analyzes, and communicates student data to monitor progress of programs and adjust as needed.
7. Provides assistance in the development and presentation of Board reports.

8. Assists principals in analyzing student assessment data in order to make instructional decisions.
9. Assists with the planning and organization of district-level staff development.
10. Serves as a resource to identify appropriate instructional strategies and interventions for all students including those with diverse learning needs.
11. Plans, develops and monitors all budgets related to categorical programs including the school site categorical allocations.
12. Coordinates all categorical programs to ensure high standards, adequacy of the program, and the rate of student progress toward meeting goals.
13. Coordinates with Administrators to assure program development and program performance within federal, state and local guidelines.
14. Establish liaisons with national, state and local agencies and officials whose activities relate to categorical programs.
15. Approves staffing formula for categorical programs and supervises the selection, evaluation and staff development of personnel for assignments in these programs.
16. Organizes and is responsible for verification of project-related committees mandated by district, state or federal agencies.
17. Maintains current knowledge as it relates to changes and updates in state and federal programs.
18. Coordinates the development of all required reporting for categorical programs, including the Consolidated Application.
19. Analyzes and evaluates school facilities and, when necessary, recommends addition, remodeling, allocation of portables, and needed equipment related to categorical programs.
20. Provides Administrative coverage, as necessary, for District schools.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

1. Master's Degree or higher
2. Successful public school experience in teaching and school administration
3. Bilingual, bicultural, biliterate preferred.

### **Licenses/Certifications:**

Valid California Administrative Credential

### **Knowledge of:**

1. State and Federal Programs
2. District LCAP, SPSA, MVP
3. Federal Program Monitoring (FPM)
4. Current educational research, especially in the area serving unduplicated students.
5. Required site plans related to State and Federal programs, LCAP and site safety.
6. Knowledge of curriculum, Education Code, and District policies.

### **Ability to:**

7. Research information and analyze to determine potential implications on decisions, recommendations or actions.
8. Prioritize multiple projects and deadlines to ensure completion, accuracy, and results.
9. Communicate effectively including the ability to make written and oral presentations to convey information to large groups of people.

10. Provide sound direction to others.
11. Meet deadlines and maintain accurate records.
12. Establish and maintain cooperative and effective working relationships with others.
13. Provide leadership with respect to the implementation of Board-adopted curriculum and policies.

#### Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs, including evening and weekend meetings.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

#### Physical Abilities

- Sit or stand for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Must be able to hear and speak to make presentations, and exchange information in person and on the telephone.
- Bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SLS: HR:7-7-20 2