

COORDINATOR, STATE AND FEDERAL PROGRAMS

PRIMARY FUNCTION:

Under the direction of the Executive Director, Educational Services, will coordinate the development and implementation of state and federal programs and ensure compliance with all legal mandates.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

1. Coordinate the overall function and management of state and federal program services for the District.
2. Support school site administrators in state and federal program implementation, improvement, and compliance.
3. Serve as liaison with county, state, and national organizations and agencies to areas of responsibility.
4. Research and stay up to date on federal program requirements, monitor changes that occur within these programs, and meet with related staff to interpret and implement regulations.
5. Coordinate activities and prepare documentation to ensure compliance with all legal mandates.
6. Assist in the development of budget proposals for assigned state and federal programs.
7. Collaborate and provide support to District administrators for the development of each site's School Plan for Student Achievement and School Accountability Report Card.
8. Serve as District contact for Federal Program Monitoring and related activities.
9. Assist in development, coordination and reporting of the Local Control Accountability Plan.
10. In conjunction with Fiscal Services staff, assist in the management and reporting of restricted budgets at each Title I school site and provide technical assistance to school staff regarding those budgets and the allocation of resources.
11. In conjunction with Fiscal Services staff, assist in the development of the Consolidated Application.
12. Supervise the private school Equitable Services program for federal programs.
13. Assist in developing proposals for grants.
14. Collaborate with all members of the Educational Services Department, other District departments, and site-level leadership for increased student achievement and program quality.

Other Duties and Responsibilities:

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Executive Director, Educational Services.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively, and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting. Administrative experience preferred.

EDUCATION/CREDENTIALS:

Bachelor's degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master's degree, and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional practices and practices that facilitate student achievement
- The district's Local Control and Accountability Plan
- Budget preparation within the guidelines of the funding resources
- State and federal laws and regulations pertaining to categorical programs

Ability to:

- Collaborate and work well with all employee groups.
- Serve as a liaison between the district, parents, and community members.
- Communicate effectively both orally and in writing.
- Interpret and apply policies and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Provide guidance to all employee groups in the adherence of categorical program compliance.
- Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
- Have a high tolerance for continuing stressful situations.