

TITLE: Coordinator – State and Federal Programs

WORK YEAR: 215 Days

REPORTS TO: Director Instructional Services

PRIMARY FUNCTION:

Under the Directors of Elementary and Secondary Instruction, the Coordinator for State and Federal Programs will provide oversight of categorical programs for the district, ensure compliance with State and Federal regulations and requirements; and collaborate with all Educational/Instructional Services divisions and departments.

REPRESENTATIVE DUTIES

- Serve as district lead for Federal Program Monitoring (FPM) and related activities.
- Under the direction and oversight of Directors for Elementary and Secondary Education, manage federal program budgets, including Title I, II, III, and IV.
- Provide oversight and engage in activities relating to compliance for state and federal categorical programs including but not limited to Title I, II, III, and IV, Comprehensive Support and Improvement, English Learners compliance activities, Uniform Complaint procedures, Education Equity, Education Relief funding, and other mandates contained in Federal Program Monitoring.
- Research and stay up to date on federal program requirements and monitor all the changes that occur within these programs.
- Collaborate with the California Department of Education and the Federal Education Department to ensure accuracy on compliance related matters.
- Collaborate with the Riverside County Office of Education on all matters of compliance for both federal and state programs.
- Coordinate with Elementary and Secondary Directors, Business Services, site Principals and assigned staff with regards to Federal spending regulations and compliance as it relates to the budget.
- Provide guidance and training for Single Plans for Student Achievement, Comprehensive Support and Improvement plans, and related federal plans, including district planning processes.
- In collaboration with Instructional Services and other related departments, complete federal planning documents and reports.
- In alignment with other division staff, communicate best practices and research-based strategies that will increase student achievement for all student groups to site principals and staff.
- Support and advise the Local Control Accountability Plan Advisory Committee in meeting Federal and State mandates regarding parental involvement and the Local Control Accountability Plan
- Supervise the private school equitable services program for federal programs including monitoring of services offered under the program, managing contracts and assigned budgets with outside vendors providing the equitable services program, as well as ensuring the quality of tutoring and professional development services provided by the outside vendors.

- Prepare workshops and trainings to support district personnel, site leadership, teachers and classified staff in meeting complex federal and state compliance requirements.
- Collaborate with all members of the Instruction Division, other District departments and site-level leadership for increased student achievement and program quality.
- Other duties as assigned

KNOWLEDGE AND ABILITIES:

- Demonstrate effective instructional, organizational, and administrative leadership. Set school-wide operational priorities and manage time effectively. Work independently with little direction.
- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Establish and maintain effective organizational and community relationships. Work in a diverse socio-economic and multicultural community.
- Communicate effectively both orally and in writing.
- Effectively work in a demanding environment.
- Train and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and job-related equipment.
- Maintain consistent, punctual and regular attendance.
- Meet schedules and timelines.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials. Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem-solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Valid California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level.
- Must possess a valid driver's license
- Valid California Multiple Subject or Single Subject teaching credential with authorization to teach English Learners.