

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, State and Federal Programs	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator II	FLSA:	Exempt
POSITION CODE:	1905	WORK YEAR:	12 Months
DEPARTMENT:	State and Federal Programs	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, State & Federal Programs	CABINET APPROVAL:	07-31-14

BASIC FUNCTION:

Plan, organize, and coordinate the implementation and evaluation of the State and Federal categorically funded programs in the District; serve as a liaison with other agencies concerning state and federal programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and/or assist with the implementation of mandated State and Federal intervention/corrective action programs, including communicating with the California Department of Education, the District Board of Education, District leadership, external consultants, and District and school site staff. **E**

Coordinate and/or assist with 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), formerly known as No Child Left Behind Act (NCLB), Local Control Accountability Plan (LCAP), School Development and Improvement Plan (SDIP), Federal Program Monitoring (FPM) process, and intervention support for schools in Program Improvement. **E**

Provide core curriculum and academic intervention expertise to schools identified as Program Improvement under ESEA; monitor the implementation of program requirements under ESEA. **E**

Assist with the completion of the Consolidated Application (ConApp) reports; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Design tools and resources for schools and departments that facilitate the implementation of State and Federal programs. **E**

Assist with the development and monitoring of State and Federal program budgets/expenditures at K-12 schools. **E**

Assist with the development and revision of the Local Education Agency Plan (LEAP) and Local Control Accountability Plan (LCAP). **E**

Support the coordination and facilitation of the Federal Program Monitoring process and address all out-of-compliance items. **E**

Collaborate with the Office of Accountability to develop the school development and improvement plans to ensure alignment with District, state, and federal regulations. **E**

Provide technical assistance to school sites and departments in their implementation of State and Federal categorical programs; coordinate District-wide compliance of all categorical programs. **E**

Serve as a District representative to the District Advisory Committee (DAC) and be available for consult with individual School Advisory Councils. **E**

Collaborate with personnel in curriculum and other departments to ensure alignment of categorical programs. **E**

Communicate and collaborate with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within State and Federal Programs. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and three years increasingly responsible administrative or supervisory experience in state and federal or related programs, and five years of teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the State and Federal Programs in the District.
Budget preparation and control.
Principles and practices of management.
Applicable codes, regulations, policies, and procedures.
Oral and written communication skills.

ABILITY TO:

Plan, organize, and direct the State and Federal Programs in the District.
Communicate effectively both orally and in writing to a variety of audiences.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.

Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, analyze, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.