

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Federal and State Programs	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director I	FLSA:	Exempt
JOB CLASS CODE:	6042	WORK YEAR:	12 Months
DEPARTMENT:	State and Federal Programs	SALARY:	Range 15 Salary Schedule A
REPORTS TO:	Chief Academic Officer	BOARD APPROVAL:	08-21-00
		HR REVISION:	09-09-11 01-01-13

BASIC FUNCTION:

Plan, organize, control, and direct 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.)

Direct and/or assist with the implementation of mandated federal and state 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**

Plan, organize, and coordinate the implementation of State and Federal Categorical Program requirements, including technical support to school sites regarding requirements under the Elementary and Secondary Education Act, formerly known as No Child Left Behind Act (NCLB), school development and improvement plan, Categorical Program Monitor (CPM) process, and intervention support for Program Improvement Schools at the K-12 level. **E**

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

Complete the annual Consolidated Application (ConApp); 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**

Coordinate the development and revision of the Local Education Agency Plan (LEAP). **E**

Facilitate the Categorical Program Monitor 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 training and 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 Committees. **E**

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

Assume responsibility for timely production and quality of all reports and documents produced by the department. **E**

Collaborate with appropriate offices of the California Department of Education and other agencies as needed. **E**

Provide technical expertise, information, and assistance to Chief Academic Officer regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective actions. **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**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of staff. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and four 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 and proof of insurance; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the Federal and State Programs in the district.
Statutes and regulations that guide categorical programs.
School planning and program monitoring process.
Assessment, standards, and curriculum.
Interventions for at-risk students.
Budget preparation and control.
Principles and practices of management, supervision, and training.
Applicable codes, regulations, policies, and procedures.
Effective oral and written communication skills.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, and direct the Federal and State 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.
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.
Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction.
Plan and organize work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive 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.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date