

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	LCAP/SPSA, Coordinator	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	4908	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Schools and Communications Office	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Chief of Schools and Chief Communications Officer	<b>CABINET APPROVAL:</b>	11-21-14

**BASIC FUNCTION:**

Plan, direct, and manage to the development and creation of the District's Local Control Accountability Plan (LCAP), including strategic development, management and facilitation of engagement activities as well as coordination of the writing and submission of the plan. Oversee and coordinate school sites' development of Single Plans for Student Achievement (SPSAs) and their alignment to the District LCAP.

**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.)**

Plan and coordinate all activities related to the development, writing and completion of the District's annual Local Control and Accountability Plan (LCAP). **E**

Support school sites in the development and creation of their Single Plans for Student Achievement (SPSAs). **E**

Coordinate with State and Federal Programs Department on the writing of the LCAP and alignment of LCAP and SPSAs. **E**

Plan, organize, and coordinate broad stakeholder engagement strategy relating to the development and creation of the LCAP including (but not limited to) community meetings, Community Planning Process (CPP). **E**

Coordinate all details relating to the creation, development and training of the District's LCAP Advisory Committee, including meeting facilitation. **E**

Lead discussions with stakeholders, individually and in small or large groups, to ensure that the LCAP engagement strategy is inclusive of a diverse set of voices throughout our community. **E**

Collaborate with Assessment, Research and Evaluation (AR&E) Department on the development and tracking of LCAP metrics aligned to District's Guide to Success, including the development of a new Data Dashboard. **E**

Coordinate with principals and School Site Councils to ensure that SPSAs are in compliance with all District, State, and Federal guidelines. **E**

Collaborate with office of Family and Community Engagement (FACE) and Schools Office to provide trainings for principals and School Site Councils on SPSAs and the LCAP to ensure all documents and processes are in alignment. **E**

Remain current with the newest information about changes to LCFF and LCAP legislation, including changes to State templates and required metrics. Attend local and regional workshops on LCAP development and best practices and share information with District staff. **E**

Prepare and present regular Board presentations on LCAP status and updates, including detailed updates on engagement activities. **E**

Support Dependent Charter Schools' creation and development of their site LCAPs. **E**

Provide regular updates to district leadership regarding progress of engagement activities and creation of LCAP. **E**

Collaborate with Human Resources to ensure that labor partners are engaged with regularly and often regarding the development and creation of the District's LCAP. **E**

Coordinate with Assessment, Research, and Evaluation (AR&E) Department and the State and Federal Programs Department on the development and distribution of a new SPSA template that aligns to the State LCAP template. **E**

Manage District LCAP web page, providing regular content updates along with all relevant information. **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, as related to Schools and Communications Office. **E**

Perform other related duties consistent with the scope and intent of the position.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree, and three years experience managing dynamic education projects including robust community engagement strategies.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential preferred.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Local Control Funding Formula (LCFF).

Local Control and Accountability Plan (LCAP).

Day-to-day functions of school site staff.

School Site Council development and procedures Single Plans for Student Achievement (SPSA) School and District budgeting processes.

Community organizing and parent engagement best practices and strategies.

Effective project management skills and supervision techniques.

Technical aspects of field of specialty.

Database systems and data management.

Computer software applications relevant to field of specialty.

School district organization, operations, policies, and objectives.

Oral and written communications skill.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Build consensus and resolve conflicts in a group setting where differing views and perspectives are prevalent.

Plan, organize, control, and direct a dynamic and complex project.

Meet a variety of internal and external deadlines.

Establish and maintain effective working relationships with a variety of stakeholders, including (but not limited to) District staff, site administrators, parent and community leaders, community partners, regional education leaders, and school board members.

Train and supervise the performance of assigned staff.

Prepare and deliver presentations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Complete assignments successfully with a minimum of direction and supervision.

Obtain maximum cooperation and rapport with departmental and other District employees.

Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels.

Communicate orally and in writing to audiences of varying levels.

Collaborate with school staff, District staff, and outside agencies.

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 and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift moderate to heavy objects.

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

**APPROVALS:**

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Cancy McArn, Assistant Superintendent,  
Human Resources & Employee Compensation

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Date

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José L. Banda, Superintendent

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Date