

ROCKLIN UNIFIED SCHOOL DISTRICT

Job Description



JOB TITLE: Coordinator of State and Federal Programs

SUMMARY:

Under the supervision and administrative direction of the Director of Elementary Education, the Coordinator of State and Federal Programs is responsible for the leadership, management and coordination of designated categorically funded programs but not limited to including GATE, Title I, Homeless, Career Technical Education (CTE), and Safe & Drug Free Schools (SDFSC) to promote quality educational opportunities for all students and to provide appropriate learning opportunities to those students identified in or needing services from each categorical program.

SUPERVISOR: Director of Elementary Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the coordination of state and federal categorical programs within the policies of the Board of Education and in accordance with state and federal statutes and regulations.
2. Assists district personnel and site principals with preparation of budget and expenditures for categorical programs and grant funds.
3. Collaborates with district personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
4. Coordinates program components, support needs, and materials for the purpose of delivering services, which conform to established guidelines.
5. Writes required reports and conducts specified studies of programs and operations to assess their effectiveness and provide information for program evaluation.
6. Prepares all documentation for the purpose of complying with state/federal mandates and/or conveying information.
7. Presents information on categorical programs, services, regulations, etc. for the purpose of serving as a resource to other school personnel and parents.
8. Analyzes test data and translates information into usable reports for staff, public, and the Board.
9. Serves as district coordinator for the GATE, Career Technical Education (CTE) and Title I Programs and coordinates district level advisory committees for each program.
10. Serves as a district liaison for homeless students and their families and foster students so homeless students are served without interruption.
 - Arranges transportation for out-of-district homeless students.
 - Communicates with families for needed resources.
 - Coordinates resources and programs to serve homeless students.

- Chairs the South Placer Homeless Consortium, which includes overseeing the distribution and use of State and Federal funds; assures that the consortium participants comply with McKinney Vento requirements.
 - Submit proper applications, budgets, and reports to County Office of Education.
 - Train site liaisons and coordinate district practices.
11. Organizes staff development for teachers and principals in related programs.
 12. Assists in managing data for student information systems to coordinate with CALPAPS, CST testing, and district curriculum software.
 13. Coordinates data from the schools for the above systems.
 14. Advises principals and teachers in the use of data to improve student achievement.
 15. Advises principals and school site councils on how to use data for program planning (School Site Plan and School Safety Plan); Assists in coordinating district level curricular software needs (Ren Place, Datawise).
 16. Coordinates parent workshops for Title I.
 17. Performs other related duties and assumes responsibilities as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

- Statistical techniques, child and adolescent development, and learning theory and practice
- State and Federal Programs
- Categorical Consolidated application process
- Categorical Programs Monitoring (CPM) process and procedures
- Characteristics and needs of the special population students in programs
- Training strategies and techniques

Ability to:

- Ability to give oral and written reports
- Organize and coordinate large and small groups
- Interpret federal, state, and local regulations
- Advocate and communicate program needs

EDUCATION:

Graduation from a four-year accredited college or university. Post-graduate training in the broad aspects of school administration, curriculum, assessment, and learning theory. Master's Degree is desired.

EXPERIENCE:

Experience in managing and/or overseeing the implementation of categorical programs/budgets with a minimum of one year site and/or district level administrative responsibilities.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Administrative Credential

Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

MEDICAL CATEGORY I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Adopted: November 17, 2010.