

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Program Specialist II –Coordination of Local Control and Accountability Plan (LCAP)
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrative Professionals Association

SUMMARY:

Under the direction of the Deputy Superintendent of Educational Services, plans, directs and manages the development of the District's Local Control and Accountability Plan (LCAP), including alignment with Strategic Plan development, management and facilitation of engagement activities as well as the coordination of the writing and submission of the plan. In addition, assists in the evaluation of the activities enumerated within the LCAP and programs supported through the plan.

SUPERVISOR:

This position reports directly to the Deputy Superintendent, Educational Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Plan and coordinate all activities related to the development, writing and completion of the District's annual LCAP.
2. Support school sites in the development of their Strategic Plans ensuring alignment with District LCAP and Strategic Plan.
3. Coordinate with Business Services, State and Federal Programs, including but not limited to Titles I and III, Special Education, and Elementary and Secondary Programs in the writing of the LCAP and alignment of LCAP with the Strategic Plan.
4. Plan, organize, and coordinate broad stakeholder engagement strategy relating to the development and creation of the LCAP including, but not limited to community meetings and District Leadership Teams.
5. Determine metrics and evaluation plan for professional learning programs as indicated in the LCAP, the content of which are aligned with adopted state standards, and are consistent with the most recent laws regarding accountability and assessment.
6. Coordinate with Educational Services staff on the development, tracking and evaluation of LCAP metrics, particularly in the area of English learners, students in poverty and foster youth.
7. Coordinate and monitor implementation of the District plan of LCAP programs/services, including but not limited to sub-groups as highlighted in the LCAP.
8. Compile and tabulate statistical data for evaluation progress and developmental status of programs, including those affecting English learners, students in poverty, and foster youth.
9. Serve as a District level instructional/curricular and professional development resource to teachers, support staff, and administrators for implementation of LCAP.
10. Interpret policies and procedures. Promote positive community relations by explaining program goals,

objectives and methods to parents and the public.

11. Attend orientations, in-service training, educational programs, conferences and workshops as required
12. Perform a variety of personnel supervisory functions including assisting in employee selection, training, evaluation, and scheduling
13. Participate in monitoring program and site budgets and expenditures.
14. Coordinate all details relating to the creation, development and training of the District's LCAP Advisory Committee, including meeting facilitation.
15. Coordinate with principals and School Site Councils to ensure engagement with and input to the LCAP.
16. Collaborate with the office of Family and Community Engagement and school sites to provide trainings on LCAP and Strategic Plan.
17. Remain current with the newest information about changes to LCFF and LCAP legislations. Attend local and regional workshops as required.
18. Support dependent charter school's creation and development of their site LCAPs.
19. Provide regular updates to district leadership regarding development of LCAP
20. Achieve and maintain compliance with state and federal laws and regulations.
21. Performs other related duties and assumes responsibilities as directed.

Knowledge of:

- Local Control Funding Formula (LCFF) and LCAP laws and regulations
- Intervention programs, assessments, surveys, reports and their administration
- Professional learning opportunities, practices and effective implementation.
- Interpersonal communication skills and organization skills

Ability to:

- Build consensus and resolve conflicts in a group setting
- 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
- Prepare and deliver presentations
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Complete assignments successfully with a minimum of direction and supervision
- Collaborate with school staff, District staff, and outside agencies
- Provide inservice training activities for professionals and parents
- Willingly work additional hours periodically

EDUCATION:

Prefer Master's Degree or the equivalent from an accredited institution of higher learning.

EXPERIENCE:

Increasingly responsible experience in an educational setting, including supervisory and/or administrative responsibilities. Experience with LCAP, current assessment programs, technology, data analysis, facilitating meetings of varied groups; designing and delivering professional development; implementing and/or monitoring district or

school/projects or site plan success; conducting project reviews and/or evaluations; analyzing current district/school/project and teacher needs to provide support for planning.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Valid California Teaching Credential or equivalent Services Credential

Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

The physical demands 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 and hear. The employee frequently is required to stand, walk, sit, 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 require 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 frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: July 16, 2015

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.