

STOCKTON UNIFIED SCHOOL DISTRICT

COORDINATOR STATE AND FEDERAL PROGRAMS

**DEFINITION:**

The Coordinator, State and Federal Programs is responsible for reviewing and monitoring the District's school site Single Plan for Student Achievement (SPSAs) and the SPSA and other related processes for the District. The coordinator will provide leadership and program guidance to sites and departments. The Coordinator will also assist in planning, directing and managing the strategic development of the SPSAs. The Coordinator will oversee and coordinate the school sites' development and monitor their alignment of the SPSA to the District LCAP (Charter LCAP for charter schools) by providing a high level of professional development and technical support in the area of Title I compliance relating to School Site Council, Federal Program Monitoring, and budget alignment.

**SUPERVISION RECEIVED AND EXERCISED:**

Work independently under the direction of the Director, State and Federal Programs. This position does not exercise any supervision.

**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 are intended to accurately reflect the principle job elements.)**

Assist in the planning, implementation and evaluation of State and Federal programs, including the development and revision of the Local Education Agency Plan (LEA Plan) and/or its state developed alternate template/amendments. (E)

Assist in planning and coordinating all activities related to the development, writing and completion of school site Single Plan for Student Achievement (SPSAs). (E)

Assist district personnel and site principals with the alignment of SPSA strategies and Title I and LCFF budget allocations related to the development, writing and completion of school site Single Plan for Student Achievement (SPSAs). (E)

Coordinate with private schools as it relates to applicable to State and Federal funding to ensure equitable services through consultation, program evaluation, allocation/expenditure of funding, compliance, and other activities necessary based on state and federal regulations. (E)

Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations. (E)

Assist the Chief Business Official in the development and revision of applicable Board of Education Policies and Administrative Regulations to ensure compliance with state and federal regulations.

Partner with school sites in the development of the SPSA to ensure student achievement. (E)

Coordinate all details relating to the development and training of the school site's School Site Council (SSC), including meeting facilitation if needed. (E)

Design tools and resources for schools and departments that facilitate the implementation of State and Federal programs, including state and federal program handbook, School Site Council handbook, and related template documents. (E)

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Prepare and present board agenda items and presentations on school site SPSA status and updates, as requested. *(E)*

Manage District State and Federal web page, providing regular content updates along with all relevant information. *(E)*

Collaborate with Research and Accountability on the development and tracking of SPSA metrics aligned with the District's policies and strategies within school site SPSAs. *(E)*

Support school sites in the development of their Single Plans for Student Achievement (SPSAs), include the alignment with key initiatives such as AVID, English Learners, etc. *(E)*

Lead discussions with stakeholders, individually and in small or large groups, to ensure that the SPSAs are inclusive of our community. *(E)*

Render programmatic and technical assistance to school site staff, parents and students to support, develop and implement activities and procedures to involve parents. *(E)*

Collaborate with other district departments as needed to provide trainings for principals and School Site Councils on SPSAs to ensure all documents and processes be in alignment. *(E)*

Remain current with the newest information about changes to Title I, Title II, and Title III legislation including changes to State templates and required metrics. *(E)*

Attend local and regional workshops on SPSA development and best practices and share information with District staff. *(E)*

Provide a positive climate of interaction and communication between school staffs, families and the community as related to the SPSA. *(E)*

Assist in the coordination and monitoring of the Federal Program Monitoring Review (FPM) to provide assistance to district program and school site leadership teams and to address all Title I out-of-compliance item(s). *(E)*

Lead and work with school improvement initiatives that close student achievement gaps by working with all of the diverse communities. *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

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

### **QUALIFICATIONS:**

#### **Knowledge of:**

- School Site Council development and procedures for Single Plans for Student Achievement (SPSA), school and district budgeting processes.
- State and Federal legislation as it relates to Title I, Title II, Title III.
- Local Control Funding Formula (LCFF).
- Local Control and Accountability Plan (LCAP).

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- Local and national research-based best practices and resources.
- Site or District plan development.
- Community organizing and parent engagement best practices and strategies.
- Effective project management skills.
- Computer software applications relevant to field of specialty.
- School district organization, operations, policies and objectives.
- Oral and written communication skills.
- Strong interpersonal skills to effectively work with diverse groups.

### Ability to:

- Plan, organize and coordinate district's goals and objectives.
- Control and direct complex projects.
- 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.
- Prepare and deliver presentations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently.
- Develop and maintain rapport with departmental and other District employees
- Facilitate decision-making at all levels.
- Operate computer equipment and related software.
- Maintain District standards of professional conduct.

### Education and Experience:

Bachelor of Arts degree required (Master of Arts degree preferred). Three (3) years' experience managing educational projects.

### License or Certificates:

- Possession of a valid California driver's license.
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

### Physical Demands:

Employees in this position must be able to:

- See to view a computer monitor and read a variety of materials.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for prolonged periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bend at the waist.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

### Salary Placement:

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approval: 06/26/18

Management re-alignment effective 03/01/19