



**DIRECTOR  
STATE AND FEDERAL PROGRAMS**

Revised: 03/10/21

**BRIEF DESCRIPTION OF POSITION:**

The Director of State and Federal Programs, under the supervision of the Assistant Superintendent Educational Services provides collaborative leadership, support, and oversight for programs that support of mastery of the California Standards, integration of the California ELD standards, high school graduation, and a path to college and career readiness for students identified as English Learners, Foster Youth, Migrant Youth, and Economically Disadvantaged Youth. Provides support and oversight for required program monitoring and compliance with federal, state, and local regulations related to English Learners. Provides support and oversight for improving parental involvement for English Learners, Foster Youth, Migrant Youth, and Economically Disadvantaged Youth.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Collaborates with site leadership to develop and implement instructional and academic support programs as well as professional learning to improve the academic achievement of English Learners, Economically Disadvantaged Youth, and Migrant Youth. **E**
3. Prepares district budgets related to Title I, Title III, & Migrant Programs and collaborates with site leadership to develop-plans for effective use of federal categorical funds. **E**
4. Provides support and oversight for evaluating program effectiveness, required program monitoring, and compliance with federal, state, and local regulations. **E**
5. Provides leadership, support, and oversight for the District's Migrant Education program. **E**
6. Provides leadership, support, and oversight for the District's Seal of Biliteracy Programs. **E**
7. Collaborates with site leadership to support oversight of the SPSA by the School Site Council. **E**
8. Provides support and oversight for feeder school articulation for English Learners. **E**
9. Coordinates the District English Learner Coordinating Committee, the District English Learner Advisory Committee, and the District Migrant Parent Advisory Committee. **E**
10. Represents the District in local, statewide, and national meetings related to English Learners and Migrant Education. **E**
11. Recruits students and parents to attend regional and district conferences and competitions related to English Learners and Migrant Education. **E**
12. Collaborates with local community groups and stakeholders that support English Learners
13. Conducts research, and provides reports as directed. **E**
14. Provides oversight and support for annual community input on the District's State and Federal Programs, in support of the annual update to the Local Control Accountability Plan. **E**
15. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

**REQUIREMENTS:**

**WORK YEAR:** Certificated Management Work Year; 223 days  
**CREDENTIAL:** Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential

- EDUCATION:** Master's degree in education or related field from an accredited college or university (preferred)
- EXPERIENCE:** Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required);  
Successful experience as a school site administrator (preferred);  
Extensive experience working with diverse student populations;
- OTHER:** Bilingual in Spanish (strongly preferred)  
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)