

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, State and Federal Programs

Purpose Statement

The job of Coordinator, State and Federal Programs is done for the purpose/s of coordinating and supporting countywide leadership services in State and Federal programs, planning, accountability and district systems change efforts in San Diego County districts, schools and charters.

Essential Functions

- Assists districts in understanding state and federal program related activities (e.g. Title I program and its fiscal responsibilities, requirements and composition of the School Site Council and District Advisory Council, CARS, CALPADS, etc.) for the purpose of serving as a resource, responding to needs, and ensuring program objectives are met.
- Collaborates with district financial services personnel and SDCOE Business Services Division personnel for the purpose of coordinating and/or providing services to districts and school on state or federal program finance requirements.
- Collaborates with staff across Learning and Leadership Services Division for the purpose of identifying opportunities to build understanding of Federal and State programs with the clients they serve.
- Develops and facilitates professional learning opportunities on a variety of related program topics (e.g. planing and plan alignment, finance requirements, LCAP knowledge, Uniform Complaint Procedures, etc.) for the purpose of supporting learning and leadership network opportunities for county wide administrators.
- Maintains a high level of knowledge among staff and districts about LCAP, CCSS, English language Development Standards, SBAC, etc. for the purpose of serving as a resource for knowledge of these programs and current best practices.
- Organizes and coordinates the Williams Settlement requirements and Monitoring teams for the purpose of providing oversight to William's monitoring budget, preparing and presenting William's Monitoring district report findings to San Diego County Board of Education.
- Participates in meetings, workshops, trainings, and seminars with district coordinators and unit members of state and federal programs, parents and community groups for the purpose of keeping them current on regulations and requirements, understanding and preparing for Federal Program Monitoring and implementing a highly effective Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) and responding to general inquiries and/or concerns.
- Researches current leadership and teacher practices for the purpose of supporting improved student achievement with special attention to unduplicated student groups.
- Serves as a conduit for communication across the organization and San Diego County districts and schools for the purpose of enhancing communications between all parties regarding federal and state legislative updates, legislative program, accountability requirements, and Uniform Complaint Procedures.
- Travels as required for the purpose of providing training and/or articulation statewide, regionally and locally.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; applying curriculum and instructional techniques; comparing results; conducting meetings; and facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; district policies and procedures; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; Federal and state categorical programs and related fiscal policies; adult learning theory; K-12 curriculum, instruction and assessment; and federal and state accountability systems.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and demonstrating leadership skills.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Possession of an advanced degree in education; a minimum of four (4) years of increasingly responsible experience in an educational setting where an administrative credential was required; proven success as a principal and/or district administrator; leadership in State and Federal programs; teaching and leadership in a variety of educational settings, particularly in high poverty, high performing schools.

Required Testing

Certificates

Driver's License & Evidence of Insurability
Valid California Administrative Services Credential.

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 45

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