

Title	Coordinator of State and Federal Compliance	Reports To:	Chief Student Support Officer	
Department:	Educational Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	225	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory-Range 5 <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input checked="" type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

DEFINITION

Under the supervision of the Chief Student Support Officer, The Coordinator of State and Federal Compliance coordinates school-wide and district-wide program reviews related to State and Federal mandated compliance requirements in special education and general education. Responsible for ensuring district programs meet compliance requirements.

ESSENTIAL FUNCTIONS

- Directs the compiling and submitting of accurate reports as required by District, State and Federal regulations.
- Ensure compliance with State and Federal laws relating to educational planning and accountability.
- Ensures and documents compliance with Federal mandates.
- Keeps abreast of the laws, regulations and legislation that impact the district’s assigned programs, including but not limited to: Title I, Title II, Title III, LCFF supplemental, Special Education, Economic Impact Aid and Categorical Program Monitoring.
- Completes required District, State and Federal reports; supervises preparation of compliance reviews and preparation of responses to areas of non-compliance for State and Federal programs.

- Coordinates and provides training to school site and central office personnel on categorical program requirements, special education compliance and mandates.
- Coordinates and audits categorically-funded employee time accounting and time certification, ensuring time spent by employees on categorical programs are properly documented and aligned with State and Federal mandates.
- Collaborates with the Fiscal Services Department to ensure proper calculation of the Consolidation Application Reporting System (CARS) for Funding Categorical Aid Programs.
- Represents the district at related county and state meetings and trainings on compliance.
- Directs and coordinate the completion of Consolidation Application Reporting System (CARS).
- Organizes electronic and hard copy files for monitoring purposes in preparation for state reviews and other audits.
- Manages and leads community engagement and stakeholder participation required of successful implementation of compliance efforts.
- Coordinates private school compliance reports and works with others reporting requirements as needed.
- Collaborate with English Language Coordinator and Special Education Coordinator to plan and implement summer school

QUALIFICATIONS

Knowledge of:

- School management and operations
- California State Education Codes requiring district accountability
- Mandated State and Federal laws and regulations pertaining to compliance of State and Federal special education and general education programs
- District education programs and policies
- Program development, implementation and evaluation
- Principles and practices of management, evaluation and supervision

Ability to:

- Encourage, motivate and support collaborative and effective decision-making with all staff as appropriate
- Use of technology, including various hardware and software applications

Education and Experience:

- Three years (3) of increasingly responsible experience as an educational leader
- Strong oral and written communication skills
- Strong interpersonal and relationship-building skills
- A Master’s Degree or equivalent experience

Licenses and Certifications:

- Valid California Teaching Credential
- Valid Administrative Services Credential

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	O	Lift/carry 0-10 lbs	F
Twist	N	Lift/carry 11-25 lbs	O
Squat	N	Lift/carry 26-40 lbs	N
Kneel	N	Lift/carry 41-100 lbs	N
Climb	N	Stand	I
Reach above shoulder	O	Walk	I
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.