



- Ensure compliance with State and Federal laws relating to educational planning and accountability. \*E
- Ensures and documents compliance with Federal mandates. \*E
- Keeps abreast of the laws, regulations and legislation that impact the district's assigned programs, including but not limited to: No Child Left Behind, Title I, Title II, Title III, Title V, School Safety and Violence Prevention, Economic Impact Aid and Categorical Program Monitoring. \*E
- Completes all 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. \*E
- Coordinates and provides training to school sites and central office personnel on categorical program requirements and mandates. \*E
- 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. \*E
- Collaborates with the Fiscal Services Department to ensure proper calculation of the Consolidation Application Reporting System (CARS) for Funding Categorical Aid Programs. \*E
- Represents the district at related county and state meetings and trainings on compliance. \*E
- Directs and coordinate the completion of Consolidation Application Reporting System (CARS). \*E
- Organizes electronic and hard copy files for monitoring purposes in preparation for state reviews and other audits. \*E
- Conducts meetings and assists coordination of school site teams designated by the Board and District as pursuing development of school innovation efforts (e.g., magnet schools, innovative programs and promising practices) coherent with AUSD's Master Plan. \*E
- Manages and leads community engagement and stakeholder participation required of successful implementation of school innovative efforts. \*E
- Coordinates and facilitates Board-approved school innovation proposals as required. \*E
- Facilitates coordination and implementation of state-mandated programs (e.g., GATE, TUPE, CHKS, PFT, et cetera). \*E

*\*E – Essential Functions*

- Coordinates private school compliance reports and works with others reporting requirements as needed. \*E

**EDUCATION AND EXPERIENCE**

- Administrative Services Credential
- A Master’s Degree or equivalent experience
- Three years (3) of increasingly responsible experience as an educational leader
- Knowledge of school management and operations
- Knowledge of California State Education Codes requiring district accountability
- Knowledge of mandated State and Federal laws and regulations pertaining to compliance of State and Federal education programs
- Knowledge of District education initiatives, programs and policies
- Strong oral and written communication skills
- Strong interpersonal and relationship-building skills
- Proven ability to encourage, motivate and support collaborative and effective decision-making with all staff as appropriate
- Knowledge and experience in program development, implementation and evaluation
- Knowledge of principles and practices of management, evaluation and supervision
- Knowledge of K-12 curriculum and California State textbook adoption processes
- Collaborate with English Language Coordinator and Special Education Coordinator to plan and implement summer school
- Proficient in use of technology, including various hardware and software applications

**PHYSICAL REQUIREMENTS**

Frequency Key: None (1); Occasional - up to 25% of shift (2); intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency	Activity	Frequency
Bend	1	Lift/carry 0-10 lbs	2
Twist	1	Lift/carry 11-25 lbs	2
Squat	1	Lift/carry 26-40 lbs	1
Kneel	1	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4



\*E – Essential Functions