



JOB DESCRIPTION

Position Code: 719
Classified Group: CSEA
Salary Range: 38
Work Days: 261
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POSITION TITLE: Local Control Action Plan (LCAP) Specialist

DEFINITION: Under direction, analyzes, prepares and performs specialized and complex work relating to the district's Local Control Accountability Plan (LCAP); duties include research, assisting in the preparation of plan components, analyzing/monitoring status of anticipated outcomes and preparing reports; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO: Associate Superintendent, School and Student Supports

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Coordinate activities related to the development, revision, completion and publication of the district's annual Local Control and Accountability Plan (LCAP).
2. Assist with planning, organization and implementation of a broad stakeholder engagement strategy relating to the development and revision of the plan, including, but not limited to, community input meetings, parent advisory committee meetings, on-line input collection and employee group input.
3. Assist with the LCAP engagement strategy to ensure that the strategy is inclusive of a diverse set of voices throughout the San Juan Unified School District community.
4. Work with the Assessment, Evaluation and Planning department on the tracking and revision of LCAP metrics to ensure alignment with the district's Strategic Plan.
5. Monitor and track LCAP funds, ensuring that actions/services and expenditures are accounted for.
6. Remain current with the newest information about changes to LCFF (Local Control Funding Formula) and LCAP legislation.
7. Assist with preparation and presentation of LCAP status and update reports to the board and district leadership, including detailed updates on engagement activities.
8. Maintain district LCAP web page, providing regular content updates along with all relevant information.
9. Collaborate with the Office of Student Learning Assistance (OSLA) and school personnel to ensure the LCAP and Single Plans for Student Achievement (SPSA) are in alignment.
10. Attend local and regional workshops on LCAP development and best practices and share information with district staff.

QUALIFICATIONS

Education and Experience:

Any combination of education/experience equivalent to: bachelor's degree with major coursework in business, finance or related field; and previous experience in budget preparation/development/monitoring, implementing collaborative projects and community engagement strategies

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Knowledge, Skills, and Abilities:

- Knowledge of general office practices and procedures
- Knowledge of the operation of standard office equipment, including a computer
- Knowledge of LCFF and LCAP concepts and fundamentals
- Knowledge of budget and/or accounting processes
- Ability to read, understand, interpret, apply and explain complex federal, state and district regulations
- Ability to utilize software applications including spreadsheets, word processing and other general business or accounting programs
- Ability to analyze and interpret data and prepare accurate, complete reports
- Ability to prepare reports and compile information from a variety of sources
- Ability to work independently under general direction
- Ability to make arithmetic computations
- Ability to prepare and deliver presentations
- Ability to work under pressure
- Ability to follow oral and written instructions with a minimum of direction
- Ability to establish and maintain effective working relationships with others
- Ability to learn and apply policies, procedures, rules and regulations
- Ability to maintain consistent, punctual and regular attendance
- Ability to plan work and to meet schedules and timelines
- Ability to communicate effectively, both orally and in writing

Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS

Work Environment:

- Indoor office environment
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups and on the telephone
- Recognize documents and people
- Sufficient physical mobility to move about school sites and drive an automobile
- Remain in a stationary position for extended periods of time
- Operate tools and equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard, fax machine, copy machine and scanner

Other Characteristics:

- Ability to attend evening meetings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/29/2016