

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, LCAP AND DIFFERENTIATED ASSISTANCE

Purpose Statement

The job of Coordinator, LCAP and Differentiated Assistance is responsible for coordinating programs, services, and technical assistance to aid the planning and development of high quality Local Control Accountability Plans (LCAP) and Differentiated Assistance for districts and charter schools across the county; supporting the development and monitoring of Differentiated Assistance processes; providing information, serving as a resource to others and maintaining services in compliance with established guidelines.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Coordinates and organizes Local Control Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) Level 1 and 2 Technical Assistance and support for San Diego County school districts, including the organization of the district LCAP review and approval processes in collaboration with the SDCOE District Fiscal Services Department.
- Provides consultation and technical assistance in district LCAP development.
- Collaborates, consults with, and provides technical support to district administrative teams.
- Establishes and maintains effective communication and collaborative partnerships with district and SDCOE personnel involved in the LCAP processes.
- Supports the implementation of Differentiated Assistance (Level 2 Technical Assistance) and Comprehensive Support and Improvement (CSI) by coordinating and participating in continuous improvement efforts for locally identified LEAs, including districts and charter schools.
- Serves as a resource for LEAs and stays informed about legislative updates and professional developments relevant to the field and responds to inquiries regarding LCAP and Differentiated Assistance (Level 2 Technical Assistance).
- Represents SDCOE at conferences, workshops, and meetings to exchange information and stay abreast of developments in state and federal policies.

- Coordinates with professionals from other teams, departments, and divisions to enhance service delivery, identify improvement opportunities, and implement enhancements in collaboration with management.
- Prepares and delivers presentations to various educational partners, including program staff and community-based organizations, across multiple contexts to provide information about LCAP and Differentiated Assistance (Level 2 Technical Assistance) requirements and supports.
- Designs, develops, and delivers coaching, professional learning, targeted services, and supports ensuring alignment with organization's mission, values, and educational standards in elevating, valuing, and supporting the SDCOE North Star framework.
- Assists site and district leaders in monitoring and evaluating the effectiveness of programs, through a lens of socially conscious leadership, adjusting as needed to ensure student success.
- Supports the development and implementation of a comprehensive, evidence-based approach to system of supports, integrating asset-based mindsets, innovative and research-based teaching methods, a comprehensive approach to data collection and analysis.
- Coordinates and assists districts to build and develop positive relationships with parents, guardians, and the community.
- Collects and analyzes data on student performance and program effectiveness to make data-driven decisions for improvement.
- Provides support aligned under the Multi-Tiered Systems of Support (MTSS), collaborating with colleagues within the behavioral, social-emotional, and mental well-being domains.

Other Functions:

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

Knowledge and Abilities:

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Compliance with educational laws and regulations relevant to state and federal programs, including the Local Control and Accountability Plan and Differentiated Assistance;

Pertinent federal and state laws, codes, policies, and/or regulations, including Education code, administrative and board policies, and bargaining unit contracts;

Adult leaning theory;

Leadership development;

Systems of support thinking;

Continuous improvement strategies;

Implementation Science;

District policies and procedures;

Professional development facilitation methods;

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Interpret, apply and explain complex rules, regulations and procedures of State Education Code, and other regulatory agencies;
Analyze data, interpret guidelines, and create action plans;
Schedule and lead multiple concurrent activities, meetings, and/or events;
Measure effectiveness of professional learning initiatives;
Make data driven recommendations for improvement;
Meet deadlines and schedules;
Work as part of a team;
Work with detailed information and data;
Work with multiple projects, frequent interruptions, and changing work priorities.
Stay abreast of emerging trends in education;
Communicate effectively orally and in writing;
Establish and maintain effective working relationships;

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting and at school and district sites as needed.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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 extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

- Education:** Bachelor's degree in education, curriculum development, or a related field. A master's degree is preferred.
- Experience:** A minimum of five (5) years of increasingly responsible experience developing and leading professional learning, collaborative projects, and program supports that include state and federal accountability. Proven experience in developing and managing educational programs for Federal and State accountability systems and support. Experience in design and delivery of professional development; and meeting facilitation with education partners and community groups.
- Equivalency:** A combination of education and experience equivalent to a bachelor's degree in education, curriculum development, or a related field, master's degree is preferred and a minimum of five (5) years of increasingly responsible experience developing and leading professional learning, collaborative projects, and program supports that include accountability requirements. Proven experience in developing and managing educational programs for Federal and State accountability systems and support. Experience in design and delivery of professional development; and meeting facilitation with education partners and community groups.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services Credential

Valid California Teaching Credential

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance


Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management, Grade 045

Approval Date: 04/2024

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services