

DIRECTOR OF CATEGORICAL PROGRAMS/GRANTS

DEFINITION:

The Director of Categorical Programs/Grants, under the general supervision of the Superintendent or designee, assumes responsibility for categorical programs and grant development in accordance with adopted policies and regulations which are consistent with state and federal mandates. The Director also provides support and direction to site level administrators in fulfilling their responsibilities regarding categorical programs. The Director also provides support and direction in categorical and grant compliance activities.

QUALIFICATIONS:

Credential:

- Possession of a California Administrative Credential
- Preferred: Bilingual Competency Certification of Bilingual Education Credential or Language Development Specialist Certificate

Experience:

- A minimum of five (5) years teaching experience, preferably in a Title I school; and five (5) years administrative experience

Desirable:

- Bilingual/Biliterate

Knowledge of:

- Current practices to improve student achievement and second language acquisition
- Working with diverse groups to assess needs and collaboratively problem solve
- Laws and regulations governing state and federal categorical programs
- Curriculum design, planning, development, implementation and evaluation
- Budget development and control
- Grant writing/application process
- Principles and practices of leadership, management supervision and training
- Technology and computer software applications relative to education and administration
- Office of Civil Rights (OCR) complaints and procedures

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Categorical programs:

1. Provide leadership and direction to all categorical programs.
2. Formulates policies, procedures, and guidelines for programs included in the State and Federal Programs Department.
3. Provides leadership in the area of curriculum development for all categorical programs.
4. Works closely with the school district personnel in making appropriate selecting and developing of supplementary instructional materials.
5. Assesses student performance in all categorical programs and prescribes activities, materials, and techniques to supplement instruction.
6. Monitors the design, preparation, and evaluation of educational programs funded by local, state, and federal sources.
7. Keeps current with the needs and trends of the District in the area of student needs and recommends to the Superintendent the expansion, modification, or reduction of programs as changing needs indicate.
8. Provides in-service to all staff, emphasizing methods and materials to meet the needs of students served by categorical programs.
9. Assist classroom teachers in methodologies relating to English as a Second Language and at-risk students.
10. Develops and implements a staff development plan for identified programs to insure professional growth and development towards the attainment of Federal, State, and District instructional goals and objectives.
11. Works with classroom teachers in scheduling activities for instructional assistants involved in the categorical programs.
12. Ensures that students receiving multiple services receive those services in a coordinated manner with non-conflicting methodology.
13. Develops, drafts, and submits the Consolidated Application of State and Federal funds.
14. Monitors schools and provides assurance to the Superintendent for coordinated compliance with state and federal program guidelines, regulations, and requirements.

Grant Developer:

15. Serves as the district grant developer and assists schools in the writing of special grants.
16. Provides updates to the Superintendent regarding the status of competitive grant applications.
17. Manages the development and monitoring of district wide grant programs (e.g. researching, grant writing, legal, budget and financial compliance monitoring, etc).
18. Develops and monitors budgets of grant projects and categorical programs supervised.

Testing & Assessment:

19. Works cooperatively with Testing and Assessment to evaluate programs.
20. Assists with the district testing and assessment programs and provides leadership for continued refinement of assessment policy, practices, and guidelines.
21. Coordinates the development and implementation of district and site accountability report cards.

General:

22. Meets with community and parent groups.
23. Interprets, implements, and maintains the integrity of Board Policies, State school laws, and administrative practices and procedures.
24. Offers guidance and assistance to the administrators regarding the evaluation of classified and certificated staffs who work with categorical or grant programs.
25. Works with all principals and program staffs to provide training in cultural diversity.
26. Serves as a member of the district management team.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; drive a vehicle.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.