

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Coordinator III, Accountability and Special Programs

**CLASSIFICATION:** Certificated Management

**REPORTS TO:** Director(s) of Elementary and/or Secondary Education

**DESCRIPTION:**

Under the direction of the Director(s) of Elementary and/or Secondary Education, the Coordinator III of Accountability, and Special Programs provides leadership in federal, state, and local accountability, including the development, implementation, and monitoring of the Local Control Accountability Plan (LCAP), Title I and Title III programs, Comprehensive Coordinated Early Intervening Services (CCEIS), and English Learner (EL) programs. This position is responsible for supporting the District English Learner Advisory Committee (DELAC), English Learner Advisory Committees (ELACs), and ensuring equitable access to resources and services for all students. Additionally, this role ensures compliance with all federal, state, and local regulations while assisting schools in improving student outcomes through data-driven decision-making.

**PERFORMANCE RESPONSIBILITIES:**

- Leads the implementation and monitoring of federal and state accountability programs, ensuring compliance with California Department of Education (CDE) requirements.
- Provides leadership in coordinating the District English Learner Advisory Committee (DELAC) and ensuring school English Learner Advisory Committees (ELACs) effectively support English Learner (EL) students and families.
- Ensures the district remains in compliance with federal and state Title I, Title III, and CCEIS.funding requirements, including program monitoring and budgeting.
- Ensures that EL programs comply with state and federal mandates, including monitoring EL progress, reclassification processes, and support services.
- Works collaboratively with school administrators and EL program specialists to improve instruction and outcomes for EL students.
- Assists schools in implementing equitable instructional practices that support English Learners and ensure language development is integrated into content instruction.
- Develops strategies for closing achievement gaps by utilizing data to address disparities in student achievement
- Provides technical assistance and training to district and site staff on accountability metrics, reporting requirements, or instructional strategies
- Coordinates programmatic support for schools to ensure timely and accurate submission of required federal, state, and local accountability reports.

- Analyzes, interprets, and reports on student performance data, school effectiveness indicators, and program outcomes to inform continuous improvement.
- Supports schools in the development of Single Plans for Student Achievement (SPSA) by providing data-driven insights and best practices in goal-setting and instructional planning.
- Assists in the development, implementation, and monitoring of the Local Control Accountability Plan (LCAP), ensuring alignment with district and site goals.
- Works with district leadership to ensure that LCAP and SPSA strategies are effectively implemented and address student learning needs.
- Supports stakeholder engagement processes by providing data, facilitating discussions, and ensuring alignment of plans with district goals.
- Provides professional development for school leaders on aligning LCAP and SPSA goals with instructional best practices and assessment data.
- Assists with grant applications and compliance monitoring for federal and state funding programs
- Provides guidance to schools in developing targeted Title I and Title III intervention plans that support student success and equitable access to high-quality education.
- Supports the implementation of Comprehensive Coordinated Early Intervening Services (CCEIS) to address and reduce significant disproportionality in student outcomes.
- Facilitates professional development for district and school personnel on best practices related to Title I, Title III, and CCEIS implementation.
- Performs additional responsibilities to support district initiatives, compliance, and student achievement.
- Coordinates special projects related to student achievement, equity, or program evaluation.
- Supports site administrators and instructional teams with data analysis and intervention planning.
- Participates in district committees or task forces related to continuous improvement, equity, or instructional support.
- Facilitates community engagement events such as community forums, professional learning sessions, or advisory meetings.
- Performs other duties as assigned.

**KNOWLEDGE OF:**

- State and federal accountability systems, including LCAP, Title I, Title III, and CCEIS.
- California School Dashboard metrics and the use of data to improve student outcomes.
- Best practices for equity-focused school improvement strategies.
- English Learner programs, instructional strategies, and compliance requirements.
- Culturally responsive education practices to promote inclusive learning environments.
- Budgeting, compliance, and reporting processes for federal and state-funded programs.

- Data analysis tools and strategies for monitoring student outcomes and program effectiveness.

**ABILITY TO:**

- Develop and monitor accountability systems to improve student outcomes.
- Analyze and interpret student performance data to support continuous improvement.
- Facilitate stakeholder engagement processes in the development of LCAP and SPSA.
- Support school leaders and instructional teams in implementing equity-focused practices.
- Communicate effectively with diverse stakeholders, including educators, administrators, families, and community partners.
- Ensure compliance with state and federal program mandates while promoting best practices for student success.
- Manage multiple projects and meet strict deadlines.

**TRAINING AND EXPERIENCE:**

Required:

- Bachelor's Degree in Education, Educational Leadership, or a related field
- Administrative Services Credential
- Minimum of five years of experience in TK-12 education, with progressively responsible leadership experience

Desirable:

- Master's Degree in Educational Leadership, Curriculum & Instruction, or a related field
- Experience with compliance monitoring, accountability reporting, or English Learner programs

**LICENSES AND CLEARANCES:**

- TB Clearance
- Department of Justice fingerprint clearance.
- Valid Driver's License

**TERMS OF EMPLOYMENT:**

220 days, Management Salary Schedule

BOARD APPROVED: ~~June 25, 2019~~

February 27, 2025