

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Director of State and Federal Programs

**Classification:** Certificated  
Management

**Reports to:** Chief Academic Officer/  
Assistant Superintendent of Educational Services

**Range:** Certificated Management  
Salary Schedule

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### **EDUCATION AND EXPERIENCE**

California Administrative Credential and at least three years successful administrative experience; English Learner Certification and State and Federal Programs experience preferred.

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential; Teaching Credential; English Learner Certification preferred.

### **SUMMARY**

Under the direction of the Chief Academic Officer/Assistant Superintendent, plan, organize, control and direct the Federal and State Programs of the District. Secure funding of programs through the Consolidated Application; allocate funds to sites and departments; develop, implement and monitor process for compliance, quality and fiscal accountability. Supervise and evaluate the performance of assigned personnel. Maintain necessary liaison with the Fresno County Office of Education, California Department of Education, and Federal agencies in all matters affecting Federal and LCFF funded programs. Maintain district level parent involvement programs as required education code.

### **SPECIFIC RESPONSIBILITIES**

1. Plan, organize, control and direct a variety of programs, projects and activities related to Federal and LCFF funded special programs; secure funding of programs through the Consolidated Application; allocate funds to sites and departments.
2. Secure funding, plan, organize and administer the following programs:
  - a. Migrant Education
  - b. Title I Parts A and D, Title II, III, IV, V
3. Assist schools with regulations and requirements of Federal No Child Left Behind Act/ Every Student Succeeds Act.
4. Continuously monitor compliance with State and Federal laws and regulations regarding Federal and LCFF funded Programs at the site and District level.
5. Revise and ensure implementation of the District English Learner Master Plan.
6. Revise and ensure implementation of the District Migrant Service Agreement.
7. Assist school sites with the development, planning, implementation and evaluation of Single Plans for Student Achievement and coordinated annual submission to the Board.
8. Coordinate District and site preparation for Compliance Review.
9. Advise and consult with District and site staff and advisory groups in the development and implementation of programs and budgets.
10. Assist site principals in establishing appropriate parent advisory committees such as School Site Council and English Learner Advisory Committee, and ensure compliance with all regulations.

11. Plan and conduct appropriate parent communications/public relations activities to insure parent awareness of parent engagement activities.
12. Coordinate District parent committees such as DELAC and Migrant PAC, and ensure compliance with all laws and regulations.
13. Develop and prepare budgets for various programs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; develop budget schedules and process for sites and departments.
14. Provide technical assistance with requirements, and formulate and develop policies and procedures for the on-going evaluation and progress monitoring of specific LCAP and federally mandated programs.
15. Communicate with other administrators, district personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
16. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
17. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others. Should also possess highly developed organizational skills, be detail oriented, and have the ability to deal with frequently changing laws and regulations.

#### Knowledge of:

- Policies, objectives, applicable laws, codes, regulations, and terminology of assigned programs.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of management.
- Instructional programs at all levels.
- Effective computer skills.
- LCAP
- Migrant Education
- Parent Engagement Policies and Effective Practices

#### Ability to:

- Communicate options and limitations of funding in program development.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

**PHYSICAL ABILITIES**

Office environment; driving a vehicle to conduct work.

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals.