

MERCED CITY SCHOOL DISTRICT

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CLASS TITLE: DIRECTOR OF STATE AND FEDERAL PROGRAMS

BASIC FUNCTION:

The Director of State and Federal Programs has the responsibility to coordinate consolidated program activities and baseline English Learner services at both the school sites and District level.

REPRESENTATIVE DUTIES:

Directs all District efforts for English Learner programs, State and Federal programs, compliance efforts and child development programs. ***E***

Directs the planning and implementation of parent education for Title I, English Learner programs and Title III programs, as well as being a resource to school principals for all parent education programs. ***E***

Directs the planning and implementation of English Language acquisition programs for parents. ***E***

Directs child development programs and oversees budgets. ***E***

Gathers data and presents reports to the Management Team, Board of Education and other interested groups for programs assigned. ***E***

Serves as the District administrator for the District English Learner Advisory Committee Program and Learning Director/Resource Teacher meetings. ***E***

Directs the District's effort in planning, implementation and evaluation for students identified as English Learners, as well as assisting Principals and Resource Teachers facilitate these efforts at the school sites. ***E***

Responsible for the preparation and submittal of required applications/evaluations, and all program areas of responsibility, to State and/or Federal agencies. ***E***

Oversees compliance of State and Federal categorical budgets and acts as the administrator for approval of requisitions submitted by school sites. ***E***

Directs extended day and year for State, Federal and local programs and services. ***E***

Assists administrative and instructional staff in dealing with technical issues related to compliance. ***E***

Provides direct assistance and technical advice to Principals and Learning Directors/Resource Teachers in developing single plans student achievement. ***E***

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Directs the planning, organization, implementation and coordination of long and short term projects which impact student achievement. *E*

Plans and directs ongoing training for staff related to State and Federal programs. *E*

Evaluates the performance of certificated and classified staff as appropriate. *E*

Formulates and encourages innovative curricular programs that improve instruction, in conjunction with District staff, principals and teachers. *E*

Prepares a variety of statistical reports, records and files for State and Federal programs. *E*

Researches current developments and trends related to State and Federal programs. *E*

Prepares drafts of needed Board Policy, Administrative Regulations and job descriptions for review and action. *E*

Directs district and site Program Improvement efforts, assessments and evaluations. *E*

Serves as liaison between the District and State/Federal agencies as well as for development of appropriate application materials. *E*

Coordinates with the Information Technology Department to gather and report student demographic information. *E*

Prepares Local Education Agency, Title III and English Learner Masterplans. *E*

Other duties as assigned.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

The Director of State and Federal Programs is responsible to the Superintendent or designee.

MINIMUM QUALIFICATIONS:

Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.

EDUCATION AND EXPERIENCE:

Bachelor's degree and Masters's degree or Doctorate in education or closely related discipline. Five (5) years administrative experience; English Learners education experience. Experience in completing State and Federal reports.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference:	California Education Code, Section 35291
Policy Adopted:	July 14, 1992
Policy Revised:	October 1, 2001
Policy Revised:	June 22, 2010