

## MANAGEMENT JOB DESCRIPTION

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# DIRECTOR OF ACCOUNTABILITY AND STATE AND FEDERAL PROGRAMS

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### **JOB SUMMARY:**

Under the supervision of the Executive Director, Instructional Services and Support, the Director of Accountability and State and Federal Programs, provides strategic leadership, coordination, and oversight of the assigned programs and services in alignment to District, State and Federal guidelines. The Director supports the implementation of the District's vision, standardized testing, Local Control and Accountability Plan (LCAP), and site-based improvement efforts, while ensuring compliance with state and federal accountability requirements.

### **ESSENTIAL JOB FUNCTIONS:**

- Manages state and federal program and/or departmental responsibilities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements for new and existing programs.
- Provides direction and support to site principals (e.g. fiscal control, evaluation of plans, etc.) for the purpose of evaluating relevant programs/services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues, making recommendations or implementing a plan of action.
- Researches information required to manage the district's state and federal programs including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services, ensuring compliance with requirements, securing information for planning, taking appropriate actions, and/or responding to requests.
- Develops long and short-range plans in relation to the district state and federal program and related administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Presents information related to administrative responsibilities for the purpose of providing general information, training others, implementing actions, etc.
- Performs personnel administrative functions (e.g. training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Coordinates and/or facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.

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- Coordinates District Advisory Council/District English Learner Advisory Committee (DAC/DELAC) monthly meetings, serves as a partner with parents, ensures compliance with DELAC requirements, and supports the organization of site English Learner Advisory Committees (ELAC), School Site Councils (SSC) and their responsibilities.
- Coordinates the funding for equitable services for private schools; is knowledgeable of federal guidelines; and serves as the liaison with these schools.
- Prepares materials and reports for the purpose of documenting activities, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Facilitates and participates in meetings as required (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information required to carry out their administrative responsibilities.
- Lead and coordinate the development, annual review, and educational partner engagement process for the District's Local Control Accountability Plan (LCAP) and strategic planning.
- Monitor implementation of LCAP goals, actions, and services to ensure measurable progress.
- Collaborate with Instructional Services and Business Services to align fiscal resources with LCAP priorities.
- Present LCAP updates and outcomes to District leadership and the Board of Education.
- Guide and support school site leadership teams in the development, implementation, and evaluation of School Plans for Student Achievement (SPSA), including support and training for School Site Councils (SSC).
- Ensure SPSAs are aligned with District LCAP goals and state accountability indicators.
- Monitor progress toward site-level achievement goals and improvement strategies.
- Oversee the preparations, review, and timely publication of annual School Accountability Report Cards (SARC).
- Coordinate Williams compliance processes in collaboration with instructional, human resources, and facilities departments to ensure access and address identified needs, including data collection, site verification, corrective action tracking, and reporting.
- Ensure compliance with state and federal laws, California Department of Education regulations, and Board policies.
- Lead the coordination, training, implementation, monitoring, and reporting of state and local assessment systems (including CAASPP, ELPAC, and local measures and universal screening), ensuring alignment with state requirements and district instructional priorities.
- Support state accountability systems including the California School Dashboard.
- Lead program evaluation efforts to assess effectiveness and recommend improvements.
- Prepare reports and presentations for District Leadership and the Board of Education.
- Supervise, support, and evaluate assigned certificated and classified staff in accordance with District policies and collective bargaining agreements.
- Foster a culture of collaboration, accountability, and professional excellence.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Master's degree in Education or related field
- California Administrative Services Credential
- Minimum five years of successful administrative experience
- Minimum two years experience with successful state and federal program oversight
- Experience with LCAP development, SPSA/SSC oversight, and school accountability systems preferred.
- Three years of experience (TK-6) experience.

*Management Salary Schedule: Range A*  
*BOARD APPROVED: 03/04/26*