

ANALYST, CATEGORICAL PROGRAMS

BASIC FUNCTION:

The Analyst is responsible for ensuring the Westminster School District's compliance with federal and state program requirements-including, but not limited to: Title I, II, III, IV, CCSPP, LCAP, and Attendance Recovery (AR)-by preparing program compliance, budget tracking, projections, and reconciliation, documentation, and reporting across departments. The role organizes and provides professional learning on assessment systems and data use, supporting administrators in translating compliance and assessment data into effective instructional practices. This position is critical for maintaining accountability, improving internal efficiency, supporting data gathering and analysis, and enabling directors to focus on strategic leadership.

ESSENTIAL DUTIES:

Coordinate and facilitate compliance with state and federal requirements governing services provided to categorically funded target populations, including but not limited to Title I, II, III, IV, CCSPP, LCAP, ECHY, Foster Youth, English Learners, and Early Learning.

Prepare timely submission of required state and federal reports, audits, and evaluations, ensuring accuracy and completeness.

Prepare, track, and monitor complex budgets and expenditures for all programs within Educational Services, ensuring alignment with program goals and compliance with funding regulations.

Design and lead professional development for administrators, instructional leaders, and staff focused on: Assessment systems and platforms, Data analysis and interpretation, Connecting assessment results to instructional planning and lesson design, and Compliance-aligned instructional practices.

Collect, organize, and maintain comprehensive documentation to support program monitoring, local audits, Federal Program Monitoring, attendance recovery and all other state and federal review processes.

Maintain data systems and databases related to categorical programs to ensure data accuracy, accessibility, and compliance with reporting requirements.

Plan and help facilitate professional learning sessions to ensure administrators and staff are trained on compliance mandates, FPM processes, data collection protocols, assessment literacy, and best practices in lesson design.

Review, validate, and approve categorical program purchase requisitions as the initial budget control checkpoint, ensuring expenditures are allowable, properly coded, supported by required documentation, and aligned with approved program plans and funding sources.

Collect, manage, and analyze data using district data systems to inform program decisions, guide resource allocation, and support continuous improvement efforts.

Coordinate and support Federal Program Monitoring (FPM) and local audits, ensuring the collection, organization, and submission of all required evidence and documentation.

Provide data gathering and analysis to inform program decisions, guide resource allocation, and support continuous improvement efforts.

Develop and analyze data for the LCAP - including mid-year review.

Support all Educational Services staff in assessment systems and platforms - including data collection, analysis and reporting.

Assist with the coordination of categorical programs, including EHCY, Foster Youth, English Learners, and others, ensuring services and supports are delivered according to legal mandates.

Serve as a liaison for local, state, and federal monitoring and evaluation activities, and actively participate in FPM reviews, audits, and data verification processes as required.

Develop, update, and distribute compliance-related training materials, forms, and supplemental documents in accordance with current guidelines and data requirements.

Conduct professional learning sessions to ensure administrators and staff are trained on compliance mandates, FPM processes, data collection protocols, and best practices.

Collaborate with site administrators to track and ensure documentation is completed and stored at the Director level (or higher).

Collaborate with program directors, site administrators, and other district staff to ensure the effective implementation, ongoing monitoring, and data-driven evaluation of funded programs and districtwide specialty initiatives.

Monitor and report on program plans, progress, and compliance findings to district leadership.

Maintain strict confidentiality and demonstrate discretion, initiative, and sound judgment in all compliance, data management, and audit-related matters.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- 1) Reports to, and receives supervision, evaluation, and direction from, the Director of Accountability & Equity. The role requires ongoing, direct collaboration with Business Services.
 - 2) Collaborates with district and site administrators, support staff, and external agencies.

Internal Contacts: Frequent contact with district and school site personnel.

External Contacts: Contact with county, state, and federal education agencies as required, along with auditing agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state categorical program requirements (e.g., Title I, Title III, EHCY, Early Learning).

Best practices in fiscal and programmatic compliance for programs such as, English Learners, Foster Youth, Homeless Youth, Early Education, and socioeconomically disadvantaged students.

Budget development, fiscal monitoring, and expenditure tracking.

Districtwide specialty programs, including alignment to funding sources, accountability requirements, and student outcomes.

Data analysis principles and procedures.

Highly organized with a track record of managing multiple priorities while maintaining accuracy and follow-through

PARS procedures and staffing alignment to funding sources.

Grant fiscal compliance, monitoring, and reporting requirements.

AERIES student information system and data analysis tools.

Early Education programmatic knowledge, budget processes and supports.

LCAP, SARC and SPSA development and implementation.

Program evaluation, compliance monitoring, and funding regulations.

Attendance Recovery.

Family and community engagement strategies.

Categorical program budget workflows, purchase requisition review processes, and fiscal approval procedures, including serving as the initial compliance review for all program-related expenditures.

Experience in program compliance, data analysis, or educational program administration preferred.

Familiarity with federal and state educational programs and requirements (Title I, II, III, IV, CCSP, ECHY, LCAP, etc.) highly desirable.

ABILITY TO:

Demonstrate strong organizational and analytical skills, with the ability to manage multiple projects, deadlines, and compliance requirements.

Communicate effectively, both in writing and verbally, with diverse audiences including administrators, staff, and external agencies.

Lead and plan professional development focused on assessment systems, data use, and lesson design, in collaboration with instructional leaders, ensuring alignment with accountability requirements, program goals, and district data systems.

Utilize and manage data systems such as Aeries and the Consolidated Application (ConApp) to collect, analyze, and report program information.

Interpret, apply, and ensure compliance with complex state and federal laws, regulations, and policies related to Federal Program Monitoring (FPM) and categorical programs.

Maintain accuracy and attention to detail in data entry, reporting, and documentation for state and federal programs.

Ability to interpret and apply complex laws, regulations, and policies.

Capacity to work collaboratively with diverse stakeholders across departments.

Flexibility to shift within programs and tasks based on site and system demands, while balancing multiple, competing priorities.

All other duties and responsibilities as assigned by your supervisor.

EDUCATION AND EXPERIENCE:

(1) Graduation from an accredited college with a bachelor's degree in business administration or a closely-related field; and (2) three years of professional related experience; or (3) a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

PHYSICAL DEMANDS:

While performing duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
 - Reach with hands and arms.
 - Frequently talk, hear, and listen.
 - Occasionally required to stand, walk, stoop, kneel, or crouch.
 - Frequently and safely lift, carry and/or move up to 25 pounds.
 - Occasionally safely lift, carry and/or move up to 50 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.
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WORK ENVIRONMENT:

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from the supervisor.

PREPARED BY: Classified Human Resources

DATE: January 5, 2026

APPROVED BY: Personnel Commission

DATE: January 27, 2026

APPROVED BY: Board of Trustees

DATE: March 19, 2026