LAKE ELSINORE UNIFIED SCHOOL DISTRICT

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Position Description

TITLE: Coordinator II-LCAP and Community Engagement		**REPORTS TO**:	Director, Child Welfare and Attendance or Director, Special Education
DEPARTMENT: Instructional Support Services		**CLASSIFICATION:**	Certificated Management
FLSA:	EXEMPT	**WORK YEAR:**	212 Days
ADOPTED:	September 10, 2020	**SALARY RANGE:**	Certificated Management

JOB PURPOSE STATEMENT:
Under the direction of the Director of Elementary Curriculum and Instruction, this position is responsible for facilitating, reviewing and monitoring the District's LCAP and the LCAP process and engagement activities for the district. The Coordinator shall coordinate the strategic development of the LCAP as well as facilitate engagement activities with stakeholders. The Coordinator will oversee and coordinate the school site's alignment to the District LCAP by providing a high level of professional development and technical support. The Coordinator will lead extensive outreach and collaboration with community organizations and agencies to connect resources to school communities, specifically with Socio-economic Disadvantaged, English Learners and Foster Youth.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

ESSENTIAL JOB FUNCTIONS (E):

- Plan and coordinate all activities related to the development, writing completion and approvals of the District's annual Local Control and Accountability Plan (LCAP);
- Assist in planning, organizing and coordinating broad stakeholder engagement strategy relating to the development of the LCAP;
- Partner with school sites in the development of the LCAP to ensure student achievement;
- Coordinate all details relating to the development and training of the District's LCAP advisory groups including meeting facilitation;
- Prepare and present regular updates on LCAP status and updates, including detailed engagement activity;
- Provide regular updates to district leadership regarding progress of engagement activities;
- Manage District LCAP web page, providing regular content updates along with all relevant information;
- Collaborate with Assessment and Accountability on the development and tracking of LCAP metrics aligned with the District's policies and student achievement;
- Coordinate with State and Federal Programs and collaborate on the alignment of LCAP and Single Plans for Student Achievement;
- Collaborate with others as needed to provide trainings for principals and School Site Council on SPSA and the LCAP to ensure all documents and processes are in alignment;
- Lead discussions with stakeholders, individually and in small or large groups to ensure that the LCAP engagement strategy is inclusive of our community;

Board of Trustees
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Superintendent
Dr. Doug Kimberly

- Remain current with the newest information about changes to the Local Control Funding Formula and LCAP legislation, including changes to State templates and required metrics;
- Attend local and regional workshops on LCAP development and best practices and share information with District staff;
- Provide a positive climate of interaction and communication between school staffs, families and the community as related to the LCAP and Community Engagement inclusive of ASES Grant Funding and After School Programs;
- Lead and work with school improvement initiatives that close student achievement gaps by working with all of the diverse communities;
- Plan, direct, organize, and support the development and implementation of: districtwide programs, community engagement programs, after school programs; provide professional development opportunities for site administrators to support and implement best practice;
- Provide leadership and technical assistance in school, parent, family and community partnerships to develop and implement high-impact family engagement strategies that drive student achievement and school improvement;
- Act as a resource to site administrators in the development of school plans and organizational procedures for the engagement of parents, families, and communities established in school site plans, district LCAP and district policy;
- Coordinate and monitor ASES Grant and After School Programs to support the community;
- Collaborate with stakeholders and staff to develop materials and information accessible to parents, families, and community members in support of engagement efforts;
- Conduct and facilitate meetings, resolve problems, exchange information, provide direction for department staff members, district personnel, and other as required; serve on district-wide community based committees, task forces and panels;
- Ensure the following tenets of Equity are embedded in policies and procedures associated with LCAP and community engagement
    - º Eliminate disparities and inequitable practices
    - º Implement inclusive practices and policies
    - º Honor individuality with a focus on high outcomes for all
    - º Guarantee respectful treatment where all individuals feel valued
- Perform other duties as assigned
- Available to serve as a site administrator for short term assignments.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Local Control Funding Formula (LCFF)
- Local Control and Accountability Plan (LCAP)
- Site and/or District plan development
- School Site Council development and procedures for Single Plans for Student Achievement (SPSA), school and district budgeting processes
- State and Federal legislation as it relates to LCAP
- Community organizing and parent engagement best practices and strategies
- School district organization, operations, policies and objectives
- District and State Assessment and Accountability resources, accessibility and reports
- ASES Grant Funding and After School Programs
- Oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education/Experience Required: Bachelor's Degree from an accredited college or university, Master's Degree; Five (5) years of site administrative experience; Experience with implementation of the District LCAP, After School Programs and analyzing assessment data.

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results; California State Administrative Credential

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.