



JOB DESCRIPTION

State-Federal Programs and Special Projects Coordinator

DEFINITION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the State-Federal Programs and Special Projects Coordinator provides collaborative leadership and implementation of federal, state, categorical, and District grant-funded programs and initiatives; This position is responsible for overseeing all data collection, analysis, reports creation, and presentations in a variety of settings regarding the assigned projects and programs ensuring state and federal compliance.

ESSENTIAL DUTIES:

- Coordinates and fiscally manages all phases of the District's state and federal programs in compliance with federal, and state laws, and ensures alignment with District goals.
- Support the Assistant Superintendent or designee in establishing and managing the LEA and school categorical program allocations.
- Work collaboratively with appropriate staff to develop programs, services, and budgets using state and federal categorical funds which meet the state mandates and Federal Program Monitoring (FPM) requirements.
- Leads Federal Program Monitoring (FPM) review process for district compliance.
- Maintain and prepare for submission of all required documentation for categorical programs including financial and other accountability reports to the California Department of Education to ensure program compliance with all state and federal laws.
- Coordinates, develops, and monitors processes to ensure quality, compliance, and accountability for all programs outlined in the Local Control and Accountability Plan (LCAP) and LCAP Federal Addendum.
- Completes, maintains, and submits the LCAP and ensures alignment with the district's strategic plan and state and federal funding.
- Evaluates program effectiveness; monitor student outcomes and ensure fiscal viability to maximize the impact of programs for students and the District.
- Develop the District ESEA Title I plan and application based on assessed needs and the District's philosophy, goals, and long-term objectives.
- Completes and reports Consolidated Application (ConApp) data using the Consolidated Application and Reporting System (CARS).
- Support Title I schools to meet requirements regarding School Site Councils and the Single Plan for Student Achievement (SPSA).
- Builds the capacity of the District's educational and site leaders to understand and apply all of the laws, rules, regulations, and procedures that will ensure strict compliance in the implementation of all educational and support programs.
- Reviews budgets for various programs; analyzes and reviews budgetary and financial data; monitors and audits expenditures in accordance with established guidelines; develops budget schedules and processes for sites and departments.
- Coordinates, monitors, and controls the process for the District's accounting for instructional minutes in accordance with state statutes.
- Responds to requests from auditors, grantor organizations, and governmental agencies, which may include official financial reports, and claims. Represents the District during audits by public auditors, and Federal Program Monitoring (FPM).

- Identifies and communicates new revenue and resource opportunities through external partnerships and federal and state grants when aligned with school and district goals and strategic practices.
- Serves as a resource and liaison for District leadership, school and District staff, various District advisory committees, parent and community groups, and state and federal agencies on issues related to District, state, and federal planning and accountability.
- Provides professional development for staff on the data monitoring system working closely with management and principals to ensure state and local assessments are submitted in a timely manner.
- Attends meetings of the board of education and other public forums as required.
- Establish and maintain cooperative and effective working relationships with others.
- Responsible for notifying employees regarding semiannual and personal activity reports (PARS); collecting all-time accounting records for employees.
- Oversee and Monitor all District grants.
- Ensures the District-wide Title IX compliance.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education, training and/or experience equivalent to: Five years of successful work experience supervising school district, state, and federal programs; progressively responsible financial and systems auditing experience of acceptable level and quality; and demonstrated strong experience with cultural competence and equity.

Licenses, Certifications, and other Requirements:

- Valid California Driver's License.
- Employment eligibility that includes fingerprints, tuberculosis and/or other employment clearance.

Knowledge of:

- Relevant experience and demonstrated leadership experience.
- Detailed knowledge of the focus, intent, and requirements of categorical, state, and federal programs.
- Working knowledge of curriculum development processes, principles of assessment design, assessment instruments, and mandated reporting procedures.
- Knowledge of working with a multicultural school and community population

Ability to:

- Ability to bring leadership, vision, and enthusiasm to the position and is committed to shared decision making.
- Ability to work independently and follow through on assignments with minimal direction.
- Ability to establish and maintain cooperative working relationships with colleagues.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Sit, stand, or walk for extended periods of time.
- Bend at the waist, kneel or crouch to file materials.
- Reach above shoulders to file materials.
- Ability to lift/carry objects that typically weigh less than 20 pounds.

Hazards:

- Work is performed in an office setting with minimal exposure to health and safety issues.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: September 26, 2023

FLSA Status: Exempt