

STOCKTON UNIFIED SCHOOL DISTRICT

Administrator of State and Federal Programs (Grades K-12)

DEFINITION

Assist with the planning, implementation, monitoring and evaluation of State and Federal programs including the Local Education Agency Plan, Single Plans for Student Achievement, the English Learner Master Plan, and Program Improvement initiatives in support of the Blueprint for Student Achievement. Administrator will provide day-to-day programmatic, compliance, and technical support to schools and to various departments of the District; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Curriculum, Instruction, and Categorical Programs, and will support and supervise program support staff as assigned.

EXAMPLES OF DUTIES – **Essential** duties may include, but are not limited to, the following:

Assist in the planning, implementation and evaluation of State and Federal programs. **E**

Assist with the planning, implementation, and monitoring of the Local Education Agency Plan and Single Plans for Student Achievement. **E**

Assist with the monitoring and implementation of the English Learner Master Plan. **E**

Assist with the planning, implementation, monitoring and evaluation of Program Improvement initiatives. **E**

Render programmatic and technical assistance to school site staff, parents and students. Support, develop and implement activities and procedures to involve parents.

Organize and conduct in-service workshops for staff and parents in areas related to State and Federal Programs.

Assist in the selection, development and/or recommendation of related curriculum materials to improve and enhance the performance of participating students.

Assist in the coordination and monitoring of the Federal Program Monitoring Review (FPM) to provide assistant to district program and school site leadership teams. **E**

Assist in the investigation and/or review complaints or compliance concerns for the State and Federal Program. **E**

Assist in the development, monitoring, and evaluation of site based supplemental programs such as AVID, MESA and UCPREP programs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices
- Programmatic experience with grades K-12
- Mandated regulations governing State and Federal Programs
- Curricular area understanding as it pertains to program improvement
- Program assessment, evaluation and record keeping requirements
- In-service training techniques

Ability to:

- Establish and maintain cooperative working relationships with school site and district administrators, staff, teachers, students and others in the course of work
- Establish confidence, trust and rapport with colleagues, students, and others in the course of work
- Communicate effectively both orally and in writing
- Plan, organize, develop, implement and evaluate a program
- Prepare oral and written reports
- Make effective public presentations
- Physical capability sufficient to perform job duties

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university
- Three (3) years of teaching or education related experience at grades K-12 in the areas of instruction, educational programs, compliance, and/or program oversight
- Experience as a site program specialist is preferred

License or Certificate:

- Appropriate secondary teaching credential
- California administrative and/or supervisory credential
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Range 44

Management Team

12-month work year

Sent to Personnel Subcommittee 09.18.12

Board Approved 09.25.12