

CENTRAL SCHOOL DISTRICT

Job Title: Educational Services Program Coordinator **Occupational Group:** Certificated

Reports to: Assistant Superintendent of Educational Services **Work Year:** 211 days

Date of Board Approval: March 12, 2020

DEFINITION

Local Control and Accountability Plan (LCAP)

Under the direction of the Assistant Superintendent of Educational Services, the Coordinator is responsible for the development, direction, assessment, support, monitoring and supervision of the LCAP and its alignment with the District's Strategic Priorities. The Coordinator is responsible for identifying and implementing a process for reviewing and monitoring the implementation of the LCAP at the District and Site levels. The Coordinator also serves as a resource and maintains a high level of knowledge about LCAP, LCFF, CCSS, ELD standards, the needs of English Learners, and current best practices and planning resources. The Coordinator is knowledgeable about state and federal mandates, including the Local Control Funding Formula. The Coordinator serves as a district liaison on district, county, and advisory committees, as appropriate. Responsibilities include the planning, development, and implementation of all supplemental programs in the LCAP and supports sites in developing and implementing comprehensive improvement programs.

QUALIFICATIONS

Education/Experience:

- Possession of Valid California Administrative Service Credential
- Five years of highly successful teaching experience
- Three years of highly successful site administration experience

Desired:

- Master's Degree from an accredited college/university

Other Requirements:

- Current TB Test
- Department of Justice clearance

KNOWLEDGE AND ABILITIES:

- LCAP contents, processes, requirements, and implementation.
- Research, principles and practices for providing relevant learning resources in a variety of formats and technologies to meet the diverse needs of all learners.
- Communication and interpersonal skills.
- District's organization, operations, policies, and objectives.
- Laws and regulations associated with essential duties, including legal mandates, policies, regulations, and operational procedures pertaining to purpose and organization of the (LCAP).
- Human relations strategies, conflict resolution strategies, and team building principles and practices.
- Specialized learning needs of English as a second language, special education, low socio-economic status, and Foster Youth.
- Local Control Funding Formula requirements and LCAP budget development process.
- Oral and written communication, including small and large group presentations, including Board presentations.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Coordinates and monitors implementation of the State/District plan of LCAP programs/services. E
2. Assists school sites with implementation of the LCAP goals. E
3. Works with various District planning processes. E
4. Represents the District at local, regional, and state meetings, conferences, in-services, boards, councils, and events. E
5. Maintains LCAP updates, communications, resources and surveys. E
6. Facilitates parent/community/stakeholder meetings for the District around LCAP implementation. E
7. Provides support to administrators to assist them in introducing parent/community groups to the LCAP process. E

ESSENTIAL & REPRESENTATIVE DUTIES continued...

8. Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions. E.
9. Works with principals and leadership teams to monitor the implementation of the LCAP and SPSA. E
10. Provides direct technical assistance to District and school sites related to LCAP and the most recent laws regarding accountability and assessment. E
11. Compiles and tabulates statistical data for LCAP goal and action evaluation. E
12. Compiles and tabulates statistical data to support principals in monitoring student progress. E
13. Coordinates and monitors programs and services for targeted students (economically disadvantaged, homeless and foster youth). E
14. Interprets policies and procedures. E
15. Works confidentially, with discretion and with staff, parents, students and community members. E
16. Participates in monitoring program and District/site budgets and expenditures. E
17. Works with adults in a collaborative coaching model. E
18. Provides appropriate staff with information regarding guidelines and legislation. E
19. Plans, coordinates, and executes LCAP related activities and events. E
20. Performs other related duties as assigned. E

WORKING CONDITIONS

Office and school environment subject to constant interruptions; driving from site to site; ability to see, hear, and speak; ability to sit or stand for extended periods of time; ability to work at a computer for extended periods of time.