

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-STATE AND FEDERAL PROGRAMS

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct District compliance with categorical requirements, funds and related reporting; provide technical expertise to assure designated specifically-funded programs are developed, implemented and evaluated in accordance with District, State and federal guidelines; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and process applications and reports for the Consolidated Application Program and other State and federal specifically-funded programs; coordinate District federal program monitoring.
- Provide guidance and direction to assure compliance for State and federal programs, including English Learner programs and Site Single Plan for Student Achievement and other programs.
- Develop and provide technical assistance in the development of reporting, effectiveness, design, and implementation of for designated State and federal specifically-funded programs.
- Develop, implement, evaluate and provide technical assistance to appropriate advisory groups.
- Provide technical services, support and expertise for at-risk students; provide training and assure compliance with applicable laws and procedures.
- Coordinate annual reporting timelines for various State and federal reports; attend training regarding report requirements, modifications and timelines; review reports and reconcile data.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for site and District-level State and federal programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in public administration, business administration or related field and four years administrative experience.

Licenses and other Requirements

- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree
- Successful experience working with State/Federal programs.
- Successful experience developing/writing curriculum materials and providing staff development focusing on language minority students.
- Successful experience as a site/central office administrator.

Knowledge of:

- Planning, organization and direction of State and federal programs.
- Categorical funds, programs and compliance requirements.
- Laws, codes, rules and regulations pertaining to State and federal programs.
- Student data and reporting requirements.
- Foster and homeless youth laws and regulations.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Implement and disseminate information regarding compliance regulations.
- Provide professional development to administrators.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- 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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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.

Cabinet Approved: 7/1/13

Board Approved: 7/8/13

FLSA Status: Exempt

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