

DELANO UNION SCHOOL DISTRICT

Coordinator State, Federal and Categorical Programs

JOB SUMMARY

To serve as the administrator responsible for coordination and supervision of all state, federal and categorical programs in the district. Responsible for the planning, promoting, organizing, developing, writing and coordinating all governmental and privately supported programs and projects of the district. Serve on the district Administrative Cabinet.

REQUIRED QUALIFICATIONS

1. **Credential:**
Appropriate Teaching Credential (multiple or single subject) and Administrative Services Credential.
2. **Education:**
Masters Degree or higher in education, curriculum and instruction is preferred.
3. **Experience:**
 - A. Demonstrated successful classroom teaching experience in K-8 grades.
 - B. Demonstrated successful leadership skills in school improvement, Title I, and curriculum.
 - C. Ability to perform and meet the needs of a diverse population.
 - D. School Site (K-8) administrative experience.
 - E. Ability to work with both site and district administration in administration of instructional programs and evaluation.
 - F. Demonstrated ability to work cooperatively with district and school support staff.

Essential Functions of this Position

1. Monitor and evaluate all categorical programs and provides leadership in the annual writing of existing programs and development of new projects.
2. Monitor all district and site categorical budgets, including grants.
3. Approve all categorical and grant expenditures.
4. Provides technical assistance and support to schools, with special emphasis on Program Improvement Schools and criteria.
5. Coordinate the district's Coordinated Compliance Review.
6. Monitor state supplemental instructional materials for all sites

Coordinator of State, Federal and Categorical Programs

Page 2

- 7. Prepare the Consolidated Application Part I and II for State and Federal Funds.**
- 8. Coordinate the district's Local Education Agency Plan.**
- 9. Provide support for and monitor non-public school expenditures.**
- 10. Work with all elements of No Child left Behind legislation and program requirements.**
- 11. Supervise district categorical project personnel.**
- 12. Provide technical expertise, information, program evaluation and assistance to the Director of Curriculum and the Assistant Superintendent of Educational Services.**
- 13. Works with site resource staff and principals in all areas of categorical programs.**
- 14. Maintains effective liaison with consultants of the State Department and the Kern County Office of the Superintendent.**
- 15. Monitors and serves as liaison for students identified under the Homeless requirements and regulations.**
- 16. Seeks all avenues and reviews additional funding and grant opportunities for the district. Makes determination and recommendation to Director regarding how applicable to the district and / or various programs within the district. May recommend the appropriate personnel to write the application.**
- 17. Reports directly to the Director of Curriculum and Instruction.**
- 18. All other duties as assigned.**

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Demonstrate a professional attitude toward parents, students, and staff.**
- 2. Participate in curriculum development programs within the school of assignment and/or on a district level.**
- 3. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals as needed for program improvement.**
- 4. Attend staff functions after regular "duty hours" as needed for supervision.**

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.