

**DISTRICT COORDINATOR
STATE AND FEDERAL PROGRAMS****DEFINITION:**

Under supervision of the Assistant Superintendent, direct, develop, and manage all phases of the planning, implementation, supervision, coordination, and evaluation of the District's Local Control and Accountability Plan (LCAP) process, student assessment, accountability program, and other instructional programs and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist school and district staff with the collection, analysis, and effective utilization of data from formative and summative assessments, including diagnostic/prescriptive, common, benchmark, interim, state and other assessments and data from the state accountability system (California Dashboard) to make data-driven decisions that support and improve teaching and learning throughout the district and continuous improvement of student, school and district achievement.
- Oversee all required local, state, and federal assessments; oversee scoring operations, analyze resulting data and produce related parent, teacher, school, district, and state reports; prepare and present reports on student achievement to all stakeholders.
- Plan, organize, control, conduct, and direct operations and activities related to assessment administration, to include providing staff training, monitoring online assessment systems, coordinating and disseminating results, and analyzing resulting data.
- Collaborate with student data management staff to ensure accuracy and accessibility of data to appropriate stakeholders.
- Oversee the effective use of a student assessment and data analysis systems to support national, state, county, district, site, and classroom assessments and reporting.
- Collect, analyze, and evaluate data to assist with the development and monitoring of implementation of District and site Local Control and Accountability Plan (LCAP) goals.
- Serve as a resource to school sites with the development of school site plans, program reviews and accreditation including data collection and analysis.
- Provide support for professional learning communities at the school and district levels in the use of the cycle of inquiry process and the use of formative and summative assessments to develop instructional goals.
- Direct equitable services requirements for Title IIA and Title IV with eligible private schools.
- Maintain the course file in the student information system, verifying accuracy of all codes required for district, state and federal accountability. Certify applicable data for CALPADS or similar accountability related data measurements.
- Oversee the identification of students qualifying for the State Seal of Biliteracy (SSB) and the Golden State Seal Merit Diploma (GSSMD).
- Oversee the annual materials sufficiency compliance process and annual School Accountability Report Card (SARC) updates regarding textbook and materials. Support the instructional materials requirement and oversight of the Williams Act Settlement.
- Serve as a collaborative member of the Educational Services team.
- Collaborate with various departments to promote effective practices, policies, measures, and procedures to enhance educational effectiveness and operational efficiency.
- Serve as the District's representative for assessment at State and County meetings and conferences, and disseminate information to appropriate staff.
- Supervise, evaluate and train assigned personnel.
- Assist in planning, directing, and managing the strategic development of the LCAP as well as facilitating engagement activities.

District Coordinator, State and Federal Programs

- Prepare and present regular presentations on LCAP status and updates, including detailed engagement and activities.
- Work closely with the Budget Department to maintain fiscal controls with respect to categorical funding and compliance.
- Manage and support the consolidated application process in collaboration with other educational services and fiscal services staff.
- Manage program budgets to ensure compliance with all legal requirements.
- Provide direction for incorporating legal requirements and state and Federal mandates in District programs.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Federal and State laws, regulations and compliance requirements regarding assessment and accountability; school and district policies; general curriculum and instructional strategies; staff development techniques and principles; state content standards and assessment blueprints; local, state, and national testing programs; assessment, evaluation, and research methodologies; statistical and computer-based analysis techniques; use of data bases and computerized report preparation; computer applications including word processing, spreadsheet, database, and educational data software programs; grant development and coordination; and basic budget preparation and control.

Ability to:

Lead planning and implementation of assessment; collect, analyze and interpret results in visual and verbal terms; use technology to translate statistical data into understandable language and a variety of formats to allow for interpretation by the intended audience; utilize online student information systems and data and assessment systems; provide effective professional development; communicate effectively, both orally and in writing; and establish and maintain effective working relationships.

Experience:

A minimum of three years of successful professional experience that has provided the applicant with the knowledge and abilities listed above. Classroom teaching experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential or pupil personnel services credential and administrative credential, and possession of a valid California driver's license.

Board Approved: May 13, 2008

Board Approved: June 24, 2014

Revised: May 2, 2019

Board Approved: May 9, 2019

Revised/Approved: June 15, 2023