

DISTRICT COORDINATOR, SPECIAL PROJECTS**DEFINITION:**

Under the direction of the Assistant Superintendent, Instructional Services, serves as the senior administrative officer for Special Projects, including supervision of federally funded and state-funded consolidated programs, Vocational Education, Adult Education, Coastline Regional Occupational Program, Grant Programs, and school recognition programs such as California Distinguished Schools and Blue Ribbon Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the district's School Based Coordinated Programs (SBCP), including: providing training and information regarding SBCP plans for student improvement to all schools; reviewing the SBCP plans for quality and compliance issues and focus on equitable academic achievement of student racial/ethnic and socioeconomic subgroups; make site visitations; assist with operational and community issues; present reports to the Superintendent and School Board.
- Completion of required documentation as mandated by the State in the areas of: School Based Coordinated Plan for Consolidated Programs (SIP); Title I, Title II, and Title IV.
- Design/maintain a budget accounting procedure that affects the monitoring of purchases (monthly transaction registers), line-item accounts, budget balances, and carry-over funds for each project school's budget; complete required financial data and monitoring of categorical expenditures.
- Organize and administer the centralized financial management of district-wide categorical programs as well as complete the Consolidated Application for Specially Funded programs and Application for Planning Grants.
- Administer and manage the procedure for submitting Combined Application for VEA funds as well as the Claim for Funds.
- Assure implementation of District and State policies affecting the implementation of programs assigned; organize and collect the data for reporting for all programs as required.
- Provide staff development regarding consolidated programs in which elementary/secondary administrators and teachers participate.
- Provide grant writing support to schools.
- Attend all Teacher of the Year selection meetings and represent District at OCDE competition.
- Coordinate assigned curricular areas. Responsible for K-12 textbook adoptions, and implementations. Work with Curriculum Specialists to develop professional development activities and support materials.
- Prepare and recommend Board Agenda items for areas of responsibility to the Superintendent.
- Attend all District organizational meetings and prepare reports when requested by the Assistant Superintendent or Superintendent.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

State and Federal categorical programs; Grant development and coordination; State and Federal school recognition programs; Adult Education; Vocational/occupational programs; accessing research/program information.

Ability to:

Plan, organize and direct complex State and Federal categorical programs; conduct training/informational workshops; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

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

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some 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:

Valid California administrative credential and valid California Driver's License.

Board Approved: October 8, 2002

Revised: 5/3/11