

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Director of Supplemental Services

Salary Grade: Administrative Management

Salary Schedule: Administrative Management

Department: Supplemental Services

Reports to/Evaluated by: Administrator for Assessment & Accountability

FLSA: Exempt

SUMMARY

Under executive direction, the Director of Supplemental Services performs and coordinates all local, state, and federal categorical programs to ensure fiscal responsibility and program compliance. This role assists schools with the implementation of School Plans for Student Achievement and aligns all state and federal categorical programs. The Director partners with schools and parent committees to ensure all students reach their fullest potential and increase student achievement for all students.

DISTINGUISHING CAREER FEATURES

This position works with minimal supervision to carry out a wide range of senior-level duties in support of the Special Projects Department. The incumbent is central to the department and the monitoring of all local, state, and federal categorical programs. The Director has a wide degree of latitude in carrying out complex and highly detailed coordination duties. Problems encountered are broadly defined and of a highly technical nature, requiring sound judgment and analytical skills to resolve. Interactions cover a wide range of internal and external contacts, which may include senior staff and administrators, outside consultants, and individuals from auditing and State regulatory groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advise as to appropriate compliance procedures and directs District coordination of such procedures relative to categorical programs.
- Interprets laws and guidelines related to categorical programs.
- Allocates and coordinates the distribution of categorical funds to schools for school site programs.
- Provides information, including program and testing data, and necessary student lists, training, and technical assistance.
- Monitors and assesses the implementation of various categorical programs.
- Conducts or supervises program evaluations for State and Federal projects as required by law.
- Maintains appropriate documentation and records.
- Conducts annual update of Master Plans for Categorical Programs and Bilingual Education.
- Develops and updates Board policies to reflect current categorical laws and submits revisions to the Board for approval.

- Organizes and conducts various parent advisory committee meetings.
- Assists school sites with the formation and implementation of School Site Councils, Advisory Committees, and assists Title I schools with meetings.
- Coordinates, allocates, and monitors all Economic Impact Aid/Limited English Proficient Funds (EIA/LEP) at District and Site levels.
- Oversees and coordinates Advisory Councils for each site and district level.
- Monitors and reports Title II Annual Measurable Objectives (AMAO) for EL student achievement.
- Oversees, coordinates, and provides assistance for categorical funding.
- Coordinates and provides training on the CELDT District Testing Program and ongoing assessments.
- Provides ongoing training, collects, and ships assessments monthly.
- Plans and conducts staff development activities related to projects funded under the consolidated publication.
- Maintains and updates the Categorical Programs and the Title I Resource binders and various categorical handbooks.
- Provides direction to and coordinates District compliance with Federal and State bilingual requirements.
- Maintains or directs the maintenance of appropriate documentation and records for all projects funded under the Consolidated Application, the Indian Educations Program, and the Migrant Program for audit purposes.
- Serves as the District contact person for audits and reviews.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

- Knowledge of: Considerable knowledge of the principles and procedures of all local, state, and federal categorical programs. Thorough knowledge of District special programs is essential. In-depth knowledge of Federal, State, and local laws and regulations applying to District financial operations is essential. Requires strong communication skills to explain complex and detailed information and train staff in financial processes.
- Ability to: Prepare complex analyses of systems and write reports which adequately communicate problems and solutions. Organize and prioritize work in order to meet rigid schedules and financial timelines. Communicate and work with a wide range of contacts including senior officials, senior administrative staff, community members, and peers. Organize, plan, and prioritize in order to handle multiple projects simultaneously.

- **Education and Experience:** A Bachelor's Degree in Education or other related field of study is required, supplemented by ten (10) years of relevant experience in special projects, education, monitoring, or closely related experience. Any equivalent combination of education, training, and experience will be considered.
- **Working Conditions:** Work is performed indoors where minimal safety considerations exist. Requires sufficient ambulatory ability to perform work at multiple locations. Requires the ability to lift, move, and carry lightweight materials less than 25 pounds. Requires sufficient hand-arm-eye coordination and hand/finger dexterity to use a computer keyboard and common office equipment. Requires near visual acuity to recognize words and numbers. Requires auditory ability to project voice to small groups and to carry on conversations over the phone and in person.
- **Licenses and Certificates:** Requires a valid Driver's License, Multiple Subjects & Administrative Credential.