

Position:	Director of Supplemental Services	FLSA:	Exempt
Department/Site:	Supplemental Services		
Reports to/Evaluated by:	Administrator for Assessment & Accountability	Salary Schedule:	Adm. Mgmt.

SUMMARY

Under executive direction performs and coordinates all local, state and federal categorical programs to ensure fiscal responsibility and program compliance. Assists schools with implementation of School Plans for Student Achievement and aligns all state and federal categorical programs. Partners with schools and parent committees to ensure all students reach their fullest potential and increase student achievement for all students.

DISTINGUISHING CAREER FEATURES

Works with minimal supervision to carry out wide range of senior level duties in support of the Special Projects Department. Position is central to the department and monitoring of all local, state and federal categorical programs. Incumbent has a wide degree of latitude in carrying out complex and highly detailed coordination duties. Problems are broadly defined and of a highly technical nature and require sound judgment and analytical skills to resolve. Interactions cover a wide range of internal and external contacts and 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.
- Monitor and report Title II Annual Measurable Objectives (AMAO) for EL student achievement.
- Oversee, coordinate and provide assistance for categorical funding.
- Coordinate, train on CELDT District Testing Program and ongoing assessments. Provide ongoing training, collect and ship assessments monthly.
- Plan and conduct 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; and serves as the District contact person for audits and reviews.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: 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 essential. Requires strong communication skills to explain complex and detailed information and train staff in financial processes.

Abilities: Must be able to prepare complex analyses of systems and write reports which adequately communicate problems and solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines. Requires the ability to communicate and work with a wide range of contacts including senior officials, senior administrative staff, community members and peers. Requires the ability to organize, plan and prioritize in order to handle multiple projects simultaneously.

Physical Abilities: 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.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's Degree in Education or other related field of study; 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.

Credential Requirements Requires valid Driver's License. Multiple Subjects & Administrative Credential.