

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR- STATE & FEDERAL PROGRAMS

BASIC FUNCTION:

Under the direction of the assigned supervisor, provides technical support for categorical programs in areas related to development, monitoring, and evaluation; facilitates parent and community engagement; assists in the implementation of instructional programs; monitors categorical requirements, timelines, and budgets; assists with the development of the LCAP and other federal reports; oversees and writes grants; coordinates and provides technical support for Division student testing and informs the Assistant-Superintendent to ensure compliance and fidelity of programs.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Provide leadership in the interpretation and application of state and federal education laws and regulations; assists districts and Santa Clara County Office of Education (SCCOE departments in in creating immediate and long-term LCAP goals and outcomes; provides ongoing guidance, consultation, and training services to school, district and county program personnel in procedural and operational strategies related to state and federal education programs.

Plans, schedules, and arranges for the wide distribution of information through professional development workshops, seminars, conferences, and meetings.

Supports the Continuous Improvement and Accountability (CIA) team and collaborates with other units and departments in implementing, reviewing, and approving district LCAPs.

Plans, organizes, and writes the SCCOE LCAP.

Collaborates with SCCOE staff in providing support to districts identified for Comprehensive Support & Improvement (CSI), Additional Targeted Support & Improvement (ATSI) and Differentiated Assistance (DA) under California's accountability system.

Serves as a liaison between school districts, agencies, California Department of Education (CDE), U.S. Department of Education, County Offices of Education, the California Collaborative for Educational Excellence (CCEE), professional organizations, and other public and private agencies regarding state and federal programs.

Collaborates with the Director and other coordinators in providing customized support to schools/districts in implementing state and federal programs including the LCAP; supports Local Educational Agencies (LEA) and schools in implementing policies and practices to engage parents and communities as required by state and federal programs.

Plans, organizes, and facilitates meetings for English Language Advisory Committee, District English Language Advisory Committee, and School Site Council.

Provides consultation on state and federal programs, assists with the implementation and evaluation including compliance, monitoring, short-term and long-term planning.

Provides technical information and assistance to the SCCOE Administration regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.

Prepares and maintains a variety of narrative and statistical reports, records and files related to student data, categorical programs, attendance, and budget.

Assists in the preparation of Single Plan for Student Achievement, School Safety Plan, School Accountability Report Card, and Western Association of Schools and Colleges accreditation.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts.

Assures compliance with federal and State regulations and codes related to categorical programs; responds to and resolves compliance-related issues.

Provides training and support in the collection and analysis of data reports and school plans; disseminates annual categorical evaluations.

Develops, revises, and prepares local instruments for categorical needs assessment, evaluation, student profiles, and student selection.

Works with the SCCOE business, accounting, and personnel offices to coordinate program budgets and operations; assists director with budget planning as needed.

Attends and conducts a variety of meetings as assigned; participates in and provides support to a variety of advisory and other committees; serves as a member of assigned teams.

Prepares and maintains a variety of records and reports related to assigned activities; prepares records from various meetings and maintains California Department of Education categorical documentation.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues, and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Works with SCCOE Administration to develop and disseminate training modules on LCAP, California School Dashboard, Smarter Balanced Assessments (SBAC) and Data Literacy.

Maintains current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies, and procedures, with a particular emphasis on understanding the needs of the “unduplicated pupils”, as named in the LCAP.

Assists in providing training and technical support for SCCOE student assessments.

Provides assessment and accountability data analysis memorandums to Assistant-Superintendent.

Communicates with administrators, personnel, and outside organizations to coordinate activities and exchange information.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

State and federal programs in an Alternative Education and Special Education setting;
Parent education expertise to support student learning and parent engagement facilitation skills;
SCCOE policies and practices, and school administrative practices;
Awareness of students' diverse academic, socioeconomic, cultural, and ethnic backgrounds;
Recordkeeping techniques;
Applicable laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Provide support and training in areas related to development, monitoring, and evaluation of school sites;
Assist with curriculum development and developing, assessing, and modifying systems for school management and improvement;
Direct implementation of categorical and state programs;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Review student work and staff suggestions;
Communicate effectively both orally and in writing;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare and maintain a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE

Any combination equivalent to master’s degree in education or related field, four (4) years of teaching or related alternative education program experience, and three (3) years site administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential;
Valid California Teaching credential;
Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

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Larry Oshodi
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7/28/2023 | 8:10 AM PDT

Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

- Revised 8/23/19 Director III-AED revised to Director/Principal
- Revised 9/17/21 Reporting structure revised; title changed from Administrator–State and Federal Programs/AED to Coordinator-State and Federal Programs/Educational Services
- Revised 7/20/23 *Educational Services* removed from title; LT Competencies added.
- Revised 7/28/23 Duties modified.