

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COORDINATOR - STATE & FEDERAL PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of the Director III-Continuous Improvement and Accountability provides technical, specialized, consultative, advisory, and planning services in specified programs and services areas related to Federal and State education programs and Local Control and Accountability Plans; participates in the development of strategic operational plans and program activities; serves as a resource to school districts, schools, including charter schools, community members and the SCCOE staff in the implementation of federal and state education programs.

Areas of service include support for development of Local Control and Accountability Plans (LCAP) for school districts and approval of LCAPs for Santa Clara County school districts; technical assistance in state and federal parental involvement requirements; ESSA Title I school-wide plans and programs; federal equitable services requirements for private schools; school site councils and advisory committees, and federal fiscal requirements. The position assists schools and districts with budgetary issues under Every Student Succeeds (ESSA) Act of 2015 and the state local control funding formula and supporting LEAs in aligning planning with budget development; conducts specialized training; monitoring federal and state legislation and providing interpretation and guidance based on legislative and regulatory requirements; coordinating, monitoring, and reviewing project services with local, County, State and Federal agencies; and performing other related duties as assigned.

The coordinator position requires a comprehensive understanding of and experience with educational programs at the school and district level as well as specialized knowledge and progressive experience directly related to federal and state education programs. Under administrative direction, makes decisions of critical consequence impacting daily operations of projects and programs, which may include implementing and revising established policies and operational procedures. May provide technical and functional supervision of professional, technical, and clerical personnel. Meets most frequently with superintendents, assistant superintendents, school district board members, district state and federal programs directors, regional English Learner Specialists, state and federal/EL staff from other county offices in Region 5, principals, staff from the California Department of Education (CDE), as well as internal staff, for the purpose of planning and directing activities, implementing decisions, justifying, and defending decisions and negotiating or settling significant and/or controversial issues related to the specified program.

#### **REPRESENTATIVE DUTIES**

Provide leadership in the interpretation and application of state and federal education laws and regulations; assists districts 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.

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.

Serves as the Regional COE English Learner Specialist (RELS) supporting Region 5 with programs for English Learners and Title III as the liaison between CDE and the region, attending the Bilingual Coordinator's Network (BCN) and participating in the State System of Support.

Provides research and relevant data for management planning sessions and subsequent policy and procedural guidelines.

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

Designs, conducts and evaluates professional development programs and publications; develops tools and materials to support schools and districts with program implementation.

Evaluates or provides technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the unit policies and operational objectives.

Collaborates with district, State and Federal agencies concerning project goals and objectives.

Prepares specialized reports, surveys, and other descriptive information for review and distribution.

Serves on internal and external advisory, resource, and support committees.

Performs other related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Statutory laws, regulations, guidance, policies, and practices applicable to the implementation of the ESSA of 2015, including specialized expertise on Title I, Part A, Title VIII General Provisions and competitive grant programs available under ESSA;

Legal and regulatory federal documents and publications, including Code of Federal Regulations, Education Department General Administrative Regulations (EDGAR), General Education Provisions Act (GEPA);

California Education Code, California Code of Regulations, program advisories, policies, and practices applicable to the implementation of state education programs;

The process, program instruments, and effective implementation practices related to the Federal Program Monitoring (FPM) system, including the CDE Monitoring Tool (CMT);

The Consolidated Application process including a thorough understanding of the required information and implications for data submitted and use of the Consolidated Application Reporting System (CARS);

California's school accountability system and processes for effectively using state and local data in program planning;

Effective management and administrative techniques;

Appropriate methods of training, program planning, group facilitation, and instructional techniques;

Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing and contract administration.

#### **ABILITY TO:**

Analyze, assess, and interpret legislative, statistical, and programmatic data, apply knowledge gained in practical project administration;

Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings;

Identify program needs and alternatives; implement modifications and improvements as needed;

Support districts in use of data, including the California Dashboard, in the Annual Update and revision of LCAPs;

Support districts in developing and clearly articulating actions and services in their LCAPs;

Plan and implement activities and procedures designed to ensure the completion of established goals and objectives;

Demonstrate effective writing and communication skills, including highly technical writing of guidebooks, newsletters, and advisories which synthesize and incorporate specialized knowledge;

Work effectively as a team member to address district, regional and SCCOE projects.

Establish and maintain effective working relations with a variety of individuals and groups including the California Department of Education program and fiscal staff responsible for state and federal programs;

Work effectively with program and fiscal staff responsible for development and implementation of Local Control and Accountability Plans and School Plans for Student Achievement;

Effectively and efficiently participate in the recruitment, selection, training, and evaluation of personnel.

#### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: master's degree in education or related field and five (5) years increasingly responsible leadership experience including experience with site or school plan development and three (3) years of state and/or federal administrative experience or the equivalent. Principal or district leadership experience strongly preferred.

#### **LICENSES AND OTHER REQUIREMENTS**

Valid California Administrative Services Credential

Valid California Teaching or Pupil Personnel Services Credential

Valid California driver's license

**WORKING CONDITIONS**

**ENVIRONMENT:**

Subject to inside environmental conditions; subject to driving to County sites to conduct work; may be required to attend periodic evening meetings and/or to travel within and out of County boundaries to attend meetings; may be required to work evenings or weekends.

**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  
Sitting or standing for extended periods of time

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*Larry Oshodi* 10/13/2021 | 10:04 AM PDT  
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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

DocuSigned by:  
*Mary Ann Dewan* 10/13/2021 | 9:51 AM PDT  
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Authorized: Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools