

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b> Director – State and Federal Programs	<b>Reports To:</b> Assistant Superintendent, Educational Services
<b>Department:</b> Educational Services	<b>Classification:</b> Management
<b>Work Year:</b> 12 Months	<b>Salary:</b> Certificated Management

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### **Basic Functions:**

Under direction of the Assistant Superintendent, Educational Services, administer, coordinate and direct State and Federal categorical programs for the District; train, supervise and evaluate personnel; assure compliance with State and Federal regulations and requirements; and collaborate with all Educational Services departments.

Directly Accountable for:

- District/Site Categorical Budgets
- Consolidated Application
- School Plans
- Professional Development
- EL/TRAC Site Coaches and Project Facilitators
- EL and ELD Programs
- Every Student Succeeds Act (ESSA)
- District/Site Program Improvement
- SES (Supplemental Educational Services)
- Parent Advisory Committees (DAC, DELAC, Indian Education)

### **Representative Duties:**

1. Organize, administer and direct the District's services provided through State and Federal funds, including Titles I, II, III; Local Control Supplemental/Concentration Expenditures; Migrant Education; and Indian Education funds.
2. Develop and oversee budgets related to State and Federal categorical programs, assuring regulatory compliance.
3. Complete applications, budgets, reports, and evaluations related to State and Federal funding as required; develop methods to improve and expand programs and investigate potential funding sources; coordinate Federal Program Monitoring Reviews.
4. Provide professional and technical assistance to district/site administrators and support personnel in fiscal and program development to improve educational services for students at risk and English learners; support the implementation and evaluation of school programs and budgets; interpret program requirements; monitor program compliance.
5. Support and facilitate the implementation of the Common Core State Standards as they relate to English learners and at-risk students.
6. Provide and/or assist professional development opportunities for EL/TRAC coaches and classroom teachers, with an emphasis on at-risk and English learners.
7. Select, train, supervise and evaluate personnel as assigned; select, counsel and discipline personnel; recommend promotion and terminations as appropriate.

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### Director – State and Federal Programs

8. Coordinate communication and activities with district departments and personnel, Federal, State and local agencies and other organizations as necessary; assure timely communication between personnel regarding supplemental coordination and articulation of applicable State and Federal programs.
9. Compile information, data and prepare a variety of reports including financial reports, programs, summaries and project performance reports; assure the timely and efficient completion of reports by subordinates.
10. Coordinate the development and revision of district plans, such as the LEA Plan, LCAP, and Master Plan for English Learners.
11. Coordinate required parent advisory committees and support programs to promote parent, staff and community involvement in the operation of programs; interpret, apply and explain program regulations and requirements.
12. Serve as District representative and attend a variety of meetings and workshops related to State and Federal programs; prepare and deliver oral presentations.
13. Perform related duties as assigned.

### **Knowledge and Skills Required:**

- Provisions of federal legislation under ESSA and State Education code governing employees in school districts; district policies and regulations; and other applicable legal requirements.
- Training in management and leadership skills.
- Principles of supervision, training and program administration.
- Record of ability to communicate openly and work productively with State and Federal offices.

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

### **Education and Experience**

Five (5) years of successful principalship desired, including working directly with categorical programs and budgets.

### **Licenses, Certifications and Testing Required:**

Valid California Teacher Credential

Valid California Administrative Services Credential

Master's Degree

Fingerprint/criminal justice clearance.

Tuberculosis clearance.

Must possess or have the ability to obtain a valid California Drivers license.

### **Physical Requirements and Working Conditions**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision and distance vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, and well-being or work output of other people and meet multiple demands from several people.