

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**EXECUTIVE DIRECTOR,
STATE AND FEDERAL PROGRAMS**

DEFINITION

Under direction of the Associate Superintendent, Education Services, the Executive Director, State and Federal programs supports the educational programs of the District by leading, directing, and managing all aspects of categorical programs, charter school programs, and the assessment and accountability programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Monitor all aspects of state and federal projects, including but not limited to Every Student Succeeds Act (ESSA), Title I, Indian Education, and After School Education and Safety (ASES) ensuring compliance with state and federal laws and regulations.
2. Develop, implement and monitor processes for compliance, quality and fiscal accountability of the District's state and federal programs as well as other grants.
3. Act as a liaison with private schools within District boundaries notifying and ensuring their ability to participate in Title I, Title II and/or Title III Programs.
4. Direct and manage fiscal operations of State and Federal programs; assure funding from State and federal organizations.
5. Ensure compliance with all grant and categorical program reporting and fiscal requirements.
6. Oversee time accounting procedures including development and collection of Personnel Activity Reports (PARs) and semi-annual certifications.
7. Serve as a liaison between the District and a variety of state and federal agencies, charter and private schools and the District.
8. Coordinate and provide leadership to parent advisory groups including LCAP Parent Advisory Committee, Title I Parent and Family Engagement Committee, and Indian Education Parent and Student Committee.
9. Coordinate completion of accountability documents such as the School Accountability Report Card (SARC), Single Plan for Student Achievement (SPSA), and Local Control Accountability Plan (LCAP).
10. Develop, coordinate and prepare of the annual budget for the department ensuring control and authorization of expenditures in accordance with established limitations.
11. Prepare responses to referrals from the Superintendent regarding a variety of inquiries.
12. Serve as a resource and liaison for District leadership, school and District staff, District advisory committees, parents and community groups, and state and federal agencies on issues related to District, state, and federal planning and accountability.
13. Provide support to the Associate Superintendent with one-time, long-term or on-going special projects as needed.
14. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.

EXAMPLES OF DUTIES (Continued)

15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; charter school legislation and approval process; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Direct and lead the functions and activities of state and federal programs, charter schools and assessment, research and accountability departments of a school district; demonstrate effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; organize and maintain compliance with complex federal and state organizations; monitor and/or develop programs or mechanisms to improve organizational efficiency; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years successful teaching experience including four years of successful experience in a management or supervisory position.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.