

REDLANDS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE Coordinator, Categorical Programs and Educational Support

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Administrative Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Three or more years of successful teaching experience and administrative service with an emphasis in categorical programs.

Desired Five or more years of teaching and administrative experience, including experience working with Categorical program requirements and intervention programs; familiarity and expertise of the LCAP process.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Coordinator of Categorical Programs and Educational Support coordinates the research, planning, development, preparation, submission, fiscal reporting, implementation and evaluation of specially funded programs/projects, categorical programs, and serves as the District liaison with cooperating agencies. The Coordinator, Categorical Programs and Educational Support also provides guidance and assistance to the district's educational support program.

The Coordinator, Categorical Programs and Educational Support provides leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned projects, programs, and services designed to promote success for all students that are provided at multiple schools in the District. This position is responsible for data collection, analysis, reports creation, and presentations in a variety of settings regarding the assigned projects and programs; ensuring that all assigned projects and programs meet federal, state, and local required components; provides daily oversight of projects and activities including close monitoring and coordination with assigned staff and other parties involved with the projects and programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Coordinator, Categorical Programs and Educational Support will be as follows:

1. Reviews federal and state legislation, projects, and programs for possibilities offered for grants, entitlements, and allocations relevant to the needs of the District.
2. Informs district and school personnel of potential applications, regulations for application, and calendars of required deadlines.
3. Obtains and implements the data and forms necessary to fulfill requirements of project application and maintenance in a timely manner.

4. Assists school and district personnel in the development and writing of categorical program/project proposals and applications.
5. Reviews and evaluates requests from school personnel for projects and programs requiring special project funding.
6. Monitors categorical programs and projects in cooperation with school site principals.
7. Develops, reviews, and coordinates all proposed and actual budgets for categorical programs and projects with the Business Services Division.
8. Monitors state and federally funded programs by directing the Consolidated Application and the Coordinated Compliance Review processes.
9. Maintains liaison duties between the District, agencies and other required participants during the development, submission, approval, implementation, and evaluation of categorical programs.
10. Coordinates and evaluates the preparation and submission of required progress and evaluation reports.
11. Coordinates after school programs, Summer School, and districtwide intervention services.
12. Supervises the district work experience program and work permit process.
13. Compiles and maintains accurate and complete written records and reports on results of all categorical programs, and effectively disseminates this information, as appropriate, to other educational agencies, law groups, state and federal agencies.
14. Coordinates appropriate staff development activities in the implementation and evaluation of categorically funded projects.
15. Assists in preparing a timely and appropriate annual division report summarizing the evaluations of categorically funded programs newly completed, the progress of those in operation, and the impact of those being planned.
16. Provides leadership to the district Visual and Performing Arts Programs.
17. Supervises and evaluates assigned certificated and classified personnel.
18. Coordinates and supports the district equity support process for low achieving schools.
19. Coordinates and provides oversight to the district's LCAP budget and assists with the coordination of the LCAP process.
20. Supports sites in developing model Single Plans for Student Achievement (SPSA).
21. Maintains and cultivates the external and internal image of the District, its divisions, and its schools.
22. Represents the District in community affairs and activities.
23. Assists with oversight of state and federal compliance issues.
24. Gathers data in support of the status of annual goals, objectives, and indicators of attainment.

25. Assists in the management of informal and formal parent complaints.
26. Performs other duties as assigned by the supervisor.

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