

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Director of Categorical Programs and Compliance**
Salary: **Certificated Director, Grade 7**
Reports to: **Assistant Superintendent for Curriculum and Instruction**

SUMMARY:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, coordinates and is responsible for the research, planning, development, preparation, submission, implementation and evaluation of specially funded programs/projects and serves as the District liaison with cooperating agencies. In collaboration with the finance department coordinates the fiscal reporting for all categorical programs. The Director supervises the assigned support staff, advises and assists principals, teachers, and parents participating in such programs. Provides leadership, planning, budget control and evaluation and performs other related job duties as may be assigned by the supervisor.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist the Assistant Superintendent of Curriculum & Instruction in developing, implementing, monitoring, and evaluating state and federal categorical programs, grants, and local partnerships
2. Participate in the planning, development, implementation and evaluation of the district's curriculum for K-12 programs for English Learners, Migrant and those at-risk requiring interventions.
3. Collaborate with staff to implement the assessment and evaluation of categorical programs, both state and federal.
4. Assist in planning, developing and implementing the District's Local Education Agency Plan (LEA), the District's English Learner (EL) Master Plan, School Accountability Report Card (SARC) and ensuring annual updates to all Single School Plans for Student Achievement (SPSA)
5. Assure that all functions are consistent with applicable state and federal regulations, policies and programs, and the district's educational goals, objectives and policies
6. Monitor district and school wide compliance issues as they relate to the district's categorical programs
7. Plan, direct, and coordinate programs for parents and community organizations to increase support of categorical programs
8. Direct, coordinate, and conduct in-service programs for district certificated and classified staff to improve their effectiveness in meeting the special needs of English Learners and at-risk students
9. Implement a district wide data monitoring system to ensure success for English Learners and at-risk students
10. Provide professional development for school site staff on the data monitoring system working closely with specialists and principals to ensure that state and local assessments are uploaded in a timely manner

11. Assist in data collection to provide evidence for Program Improvement (PI) monitoring
12. Assist in the development and administration of budgets for state and federal categorical programs within Board guidelines and state laws in collaboration with the Business Office
13. Pursue both public and private funding sources to support programs for EL, Migrant, and at-risk students
14. Supervise the requisition of equipment and supplies for categorical programs and facilities; maintain inventory control
15. Act as liaison between the District and the county Migrant Education Program
16. Act as liaison between the district and the Monterey County Office of Education through attendance at monthly bilingual and categorical coordinator meetings and other subcommittees related to consolidated programs
17. Assist in the employment and placement of SDAIE, ELD, and bilingual certificated and classified personnel to meet California Department of Education guidelines
18. Prepare and deliver oral and written reports, recommendations, and presentations to the Board, committees, parents, and others regarding categorical program matters
19. Assist with security and maintenance of cumulative and other records pertinent to the operation of the programs
20. Visit classes and school sites as required to monitor effectiveness and assist when needed
21. Performs other related duties within the scope and intent of the position.

OTHER RELATED DUTIES:

1. Keep informed of current laws, regulations, and trends related to state and federal categorical programs, by attending meetings, conferences and workshops, and by reading current professional publications.
2. Keep the administration informed of trends and changes.
3. Administer the District's Categorical Program monitoring with site and district staff (Federal Program Monitoring)
4. Produce and/or upload statistical information used in CBEDS, CSIS, CALPADS, and other reports; provide verbal and/or written reports as required.
5. Participate in available training to meet new safety and/or technology standards

QUALIFICATIONS

1. Hold a valid California K-12 teaching and administrative credential.
2. Masters preferred.
3. Bilingual required.
4. Previous site administrative and categorical programs experience preferred.
5. Knowledge of databases and data management.
6. Ability to be trained and acquire proficiency in a short period of time.

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an

automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Note: This is a management position and is exempt from overtime.

Board Approved: March 15, 2012

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