
Position:	Coordinator of Supplemental Services	FLSA:	Exempt
Department/Site:	Curriculum, Instruction, and Accountability	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Director of Supplemental Services	Salary Schedule:	Certificated Management

SUMMARY

To assist the Director for Supplemental Services, and/or the Administrator of Assessment, and the school sites in organizing, implementing, and monitoring categorical and assessment programs.

DISTINGUISHING CAREER FEATURES

This is a mid-level management position, with career advancement opportunities to upper level management positions. This position is responsible for working with school sites in optimizing categorical resources to improve student achievement, particularly for low income, English Language Learner, Native American Indian, District Focus Group and Migrant students. The Coordinator will serve as support personnel for school sites providing input regarding current and future program options, the use of data to inform instructional decisions, program evaluation, and effective programs for parent engagement. This position is responsible for applying knowledge of student assessment and Local Control Accountability Program (LCAP) for accurate reporting as required by the District administration, the Governing Board, as well as State and Federal mandates. Position activities are reviewed for adequacy of professional judgment, compliance with District and department policies, and achievement of results consistent with the District Strategic Plan and LCAP.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in organizing and monitoring of the Local Control Accountability Plan (LCAP).
- Assists in preparing and submitting information for Governing Board approval.
- Assists in the organization, planning, and implementation of student and parent outreach including intervention and transition services.
- Coordinate general education elementary extended year and secondary summer school.
- Assist in the planning, implementation and monitoring of district-wide parent and community involvement and engagement programs.
- Assist in the planning, implementation, and monitoring of Supplemental Services para-professional programs including After School Enrichment and Safety Programs (ASES), Instructional Assistants (IAs) supporting Migrant students, Native American Indian students, English Learners and Child Development.
- Coordinate and support monitoring of effectiveness of supplemental programs supporting parent engagement, academic achievement, and student engagement.
- Support the development, deployment and monitoring of the CUSD multiple tiers of systems of support (MTSS) program.
- Assist with the placement process for general education Instructional Aide positions.

- Assist secondary school sites, as needed, in the support of Student Leadership conferences.
- Assists Area Superintendents, the Director of Supplemental Services, and school sites with LCAP Program Monitoring, as assigned.
- Assists in compiling data and information necessary to prepare district, state, and federal reports and evaluations.
- Interprets guidelines, policies, laws, and regulations relative to assigned programs.
- Assists in maintaining appropriate LCAP documentation and other records as assigned for audit and review purposes.
- Assists Director of Supplemental Services and/or Administrator of Assessment with maintaining a collaborative network with district, county, state, and federal offices and/or departments.
- Assists with school sites reviews (CLASSI III), to ensure fair and equal access to a quality education, and proper learning environment, for all students. In addition, this individual will serve as a member of the Cultural Competency Steering Committee as a department representative.
- Performs and assists with such other tasks and assumes such responsibilities as the Director for Supplemental Services and/or Administrator for Assessment may assign or delegate.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of laws, policies, rules, and regulations pertaining to the LCAP. A thorough knowledge of curriculum standards in the core academic subject areas is essential. Position requires knowledge of organizational principles and practices. Candidate must possess working knowledge of Multi-Tiered Systems of Support and the services that they provide for students.

Abilities: Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties. Must be able to give oral presentations to small and large groups.

Physical Abilities: Position requires adequate eye, hand, and finger dexterity in order to operate a keyboard and other office equipment. Requires visual acuity to read words and numbers, and clear speaking and hearing to communicate in person or by telephone. Requires the ability to operate an automobile in a safe manner. Requires the ability to sit and stand for extended periods of time.

Education and Experience: Must possess 5 years or more of successful teaching experience. Requires a valid California teaching credential or equivalent. Requires a valid administrative credential. Must have demonstrated leadership qualities and potential through participation in a school-level administrative position.

Licenses and Certificates: A valid California driver's license is required.