

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Local District Support Services and Accountability

DEFINITION

Under general direction of the Executive Director, District and School Support, coordinates, plans, organizes, and provides specialized support, expertise, and technical assistance to Sacramento County Office of Education (SCOE) and Local Educational Agencies (LEAs) related to state and federal programs and state-mandated school accountability initiatives including the Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP).

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all of the tasks which may be found in this classification.)

Coordinates and organizes LCAP technical assistance for Sacramento county school districts; organizes the review and approval processes of district LCAPs in partnership with the SCOE District Fiscal Services Department; provides consultation and technical assistance in district LCAP development; consults with and provides technical support to district administrative teams; establishes and maintains collaborative and cooperative relationships and communications with district personnel involved in the LCAP processes; with appropriate departments and stakeholders, supports the facilitation and writing of the SCOE LCAP; responds to requests from the California Department of Education (CDE) in the approval process for the SCOE LCAP with SCOE department personnel; provides technical expertise, information, presentations, and assistance to school districts and departments within SCOE, regarding local, state, and federal educational goals; analyzes data related to mandated responsibilities and obligations regarding state funding and accountability models; provides advice to local LEAs and SCOE regarding decisions related to LCFF and LCAP; provides technical assistance to local districts and SCOE departments regarding any requirements and/or updates on program monitoring activities including the scheduling, preparation of evidence, and reporting; plans and coordinates training and development activities; attends local, state, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas; facilitates state and federal program network meetings; responds to general inquiries and/or concerns regarding state and federal planning requirements and accountability; supervises and evaluates the performance of assigned staff; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a Bachelor's degree from an accredited college or university; Master's degree in education or related field preferred; successful experience working with state and federal educational programs, government agencies, and community-based organizations; experience with conducting trainings and working with state-level agencies and/or community based organizations.

Knowledge of

California public education systems; state and federal legislation as it relates to educational programs; state and federal categorical programs; district and school policies and procedures; applicable sections of State Education Code and other applicable codes, laws, rules, and regulations related to assigned activities, legislation, and CDE implementation guidelines that impact Local Control Accountability Plans, the Local

Control Funding Formula, and the state priorities and associated metrics; regulations and CDE implementation guidelines; public speaking, presentation, and facilitation techniques; effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies; standard software applications including videoconferencing platforms.

Skill and Ability to

Communicate effectively in both oral and written forms; plan and conduct staff development programs to support coherence with and knowledge of state and federal educational programs; research, assemble, and analyze data; create reports and make appropriate recommendations; develop and maintain positive and cooperative working relationships with individuals and groups of diverse backgrounds; work independently with little direction; select, train, and supervise personnel; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Approved by Personnel Commission 7/13/21