SAN FRANCISCO UNIFIED SCHOOL DISTRICT

DIRECTOR
STATE & FEDERAL PROGRAMS

SALARY RANGE: $89,250-$119,000 *
LENGTH OF SERVICE: 224 Days per year*
APPLICATION DEADLINE: 6/23/11-7/5/11
LOCATION: Curriculum and Instruction

POSITION DESCRIPTION

The Director of State and Federal Projects is responsible for the overall implementation of State and Federal Programs for San Francisco Unified School District and the San Francisco County Office of education. He or she will serve as an active member of the Curriculum and Instruction leadership team. Under the supervision of the Associate Superintendent, he or she will oversee the planning, implementation, evaluation, and reporting required in all state and federal funding projects contained in the Consolidated Application. In addition, the supervision of other categorical programs may be included in the duties of the Director of State and Federal Projects as assigned.

ESSENTIAL JOB FUNCTIONS

Management and Leadership

- Supervises and monitors performance of certificated and classified staff assigned to State & Federal Funded Projects Team;
- Stays current on all guidelines, requirements, and procedures for submitting state and federal projects; and
- Provides expertise and information on best practices on support for low performing schools.

Program Administration

- Provides up-date reports regarding federal and state projects to the superintendent, principals, board members, and parents as they become available.
- Prepares all parent notifications relating to No Child Left Behind Act.
- Initiates all required actions for any school identified as Title I Program Improvement, including options for transportation and supplemental services.
- Monitors implementation of projects as outlined in project timelines.
- Updates LEA Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district.
- Assists in the planning, implementation, and evaluation of activities related to school improvement plans throughout the district.
- Attends all federal and state program training institutes as needed or recommended by the Associate Superintendent.
• Collaborates with site principals, school site councils, and other central office staff in the articulation of all activities planned for students that are provided through categorical programs.
• Develops, monitors, and coordinates all federal and state budgets and budgetary reports as well as the filing of these reports on a timely basis with the appropriate granting agencies.
• Participates in the annual budget development activities for state and federal programs.
• Monitors and tracks expenditures of state and federal funded projects for accuracy and compliance.
• Oversees all questions regarding supplemental and supplanting issues for categorical funds.
• Develops parental involvement activities in coordination with site principals and staff.
• Directs, coordinates, and provides training for School Site Councils and DELACs/ELACs.
• Coordinates fiscal management of categorical programs with appropriate staff in Policy and Planning and Fiscal Services.
• Acts as liaison among coordinators, administrators, and other appropriate personnel in the coordination of all state and federal resources to ensure student academic needs are met.
• Coordinates allocations to private and nonpublic schools as required by state and federal categorical programs.

**Compliance**

• Organizes and conducts school site self-reviews and Consolidated Program Monitoring as required by CDE.
• Provides all required reporting for categorical programs.

The Director of State and Federal Programs will also perform other duties as may be assigned by the Associate Superintendent.

**JOB REQUIREMENTS**

**California Administrative Services Credential**

**Experience** as a classroom teacher and/or a public school, district, or county office administrator; as well as in program development, assessing effectiveness of acceleration programs and services; building partnerships; providing leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices of student achievement/intervention programs;

**Skill** in establishing procedures and priorities; facilitating group processes, planning, and in-service activities; implementing established goals and objectives; using data to monitor and evaluate projects; researching, interpreting, analyzing, reporting, and implementing
promising practices and innovations; and using technology to enhance student projects and activities;

Knowledge of state and federal accountability systems; effective academic interventions; emerging technologies that support student achievement; equity issues and resources; pedagogical principles and practices in effective teaching and learning for underserved students; and existing programs which have been successful in closing the achievement/access gaps and increasing the college-going rate of underserved students.

Ability to design and provide equity-focused technical assistance; analyze, interpret and apply laws and regulations; use a broad array of technology for project and assessment development; establish and manage department priorities, processes, and procedures; work independently; establish and maintain appropriate project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate effectively orally and in written form; exercise sound judgment; travel to various locations.

Physical Abilities include standing and sitting for extended periods, reaching, fine manual dexterity, pushing, pulling, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

MINIMUM QUALIFICATIONS
• Job requirements as indicated above;
• Excellent communication and interpersonal skills;
• Knowledge and experience with computers, including word processing, databases, spreadsheets, and Internet.

DESIRED QUALIFICATIONS
• Bilingual/biliterate skills in one of the district’s five most common languages: Spanish, Cantonese, Filipino, Vietnamese, or Mandarin;
• Teaching experience with a diverse student population

APPLICATION
Each applicant must submit their application electronically through SearchSoft: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821

*Minus five furlough days for 2011-12