



IRVINE UNIFIED SCHOOL DISTRICT

Coordinator IV: Categorical Program Support

Definition:

Under the supervision of the Executive Director, Student Support Services, the Coordinator will provide leadership and collaborative support for categorically funded state and federal programs that support underserved populations. This role will include coordination of district categorical programs and direct site support to help disadvantaged students meet state academic content and performance standards and provide leadership for required program monitoring and compliance with federal, state, and local regulations. The Coordinator will also work closely with Language Development and Prevention & Intervention staff to understand and support the needs of underserved student populations and to use the learning cycle to clarify learning outcomes, elicit and analyze evidence of learning outcomes, and provide coaching to evaluate the impact of categorical actions and services on student learning.

Essential Duties and Responsibilities:

- Support and coordinate strategic planning efforts for the district and school sites to ensure program quality, continuous improvement, and student achievement for all students, with specific focus on underserved students, socioeconomically disadvantaged, English learners, foster youth, and migrant students.
- Manage categorical budgets and provide budget guidance to site administrators
- Develop and provide training and staff development for Title I site representatives and Principals.
- Provide coaching and assistance to site teams identifying site needs, establishing goals, and action planning for categorical programs.
- Support sites in using data to develop, implement, monitor, and evaluate site categorical programs.
- Identify and analyze research related to evidence based interventions for at-risk students and underserved populations.
- Collaborate with Title I sites to develop effective interventions and extended learning opportunities.
- Support all sites with the development and evaluation of intervention systems for supplemental support to meet the needs of at-risk students.
- Provide leadership and compliance monitoring for State and Federal Programs.
- Monitor and facilitate Single Plan for Student Achievement (SPSA) development at sites.
- Provide staff development and training for SPSA Plan development for Administrators.
- Provide Consolidated Application (ConApp) and Federal Program Monitoring (FPM) support.
- Collaborate with Non-Public schools to ensure eligibility for participation in Categorical Programs.
- Develop resources for Title I school teams.
- Participate in district, regional, and national training.
- Document and maintain records for compliance.
- Interpret regulations and communicate to Title I principals and site representatives.
- Lead program monitoring for state and federal categorical programs.
- Retain current knowledge of developments and trends in academic, behavioral and social emotional interventions and provide leadership in determining categorical program direction and improvement
- Consult regularly with state and federal agencies and other district counterparts
- Perform other responsibilities and duties as assigned

Knowledge/Skills:

- Expertise with curriculum, core instruction and student intervention
- Understanding of categorical program requirements and program evaluation techniques
- Expertise with budgets and categorical programming constraints
- Capacity for providing effective professional development.
- Ability to work effectively with others, coordinate work of multiple groups of people, meet schedules and deadlines

Ability to:

- Communicate and collaborate effectively with diverse groups and audiences.
- Promote flexibility and resiliency through thinking critically and creatively.
- Integrate and operationalize knowledge of applicable state and federal laws, regulations, and compliance requirements governing categorical programs in California.
- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to educational partners, staff, and community.
- Ability to collaborate with other agencies in planning and implementing effective categorical programs, including staff training, within established budget constraints.
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of state funding allocation methods.

Qualifications:

- Credential: Valid California Administrative credential
- Education: Master's degree or higher
- Experience: 5 years teaching and 3-5 years of successful administrative experience with a record of leadership in an educational setting

Work Environment:

The environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

4/2022