

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Categorical Services Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES:

To assist in the planning and organizing of the District's categorical programs and assist site principals in the implementation, monitoring, and compliance of assigned programs.

SUPERVISOR: Superintendent

TYPICAL DUTIES:

1. Assist in the implementation and evaluation of all District categorical funded programs in the Consolidated Programs packet.
2. Assist in preparing applications, reports, and plans for submission to the State Department of Education.
3. Assists in the reviewing and selection of materials to meet the specific needs of categorical programs and participants.
4. Assists in conducting District meetings to ensure that categorical activities are coordinated with sites as needed.
5. Attend state and county level meetings to obtain information and disseminate to staff as needed.
6. Assists in facilitating the implementation of CPM, EL, GATE, Title I, Title IV.
7. Organize and schedule classroom prevention programs/lessons at the K-12 level.
8. Conduct in-service/training to staff for implementation of SDFSC/TUPE curriculum.
9. Assist in the implementation of STAR Testing including CELDT.
10. Coordinate implementation of California Health Kids Survey.
11. Increase parent involvement in related programs.
12. Maintain AERIES data for all monitored programs.
13. Grant Writing.

EMPLOYMENT STANDARDS:

Knowledge of:

- Applicable laws, regulations, policies and procedures;
- planning and organization of the District's categorical programs;
- policies and procedures affecting programs;
- record keeping systems and files;
- proper English usage, grammar, punctuation, and spelling;
- computer terminology and operation;
- ELD programs and standards;
- Successful teaching strategies for English Learners and low performing students;
- Categorical program monitoring.

Ability to:

- Interpret and apply rules, regulations, policies and procedures;
- analyze situations accurately and implement an effective course of action;
- learn the procedures, requirements, and applications of assigned responsibilities;
- work with minimal supervision;
- operate standard office equipment;
- meet schedules and timeline;
- communicate clearly and effectively with site administrators, teachers, and instructional aides both orally and in writing;
- maintain effective work relationships with those contacted in the performance of required duties;
- work with teachers to implement new programs and modify existing programs.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's Degree
- Valid California Teaching Credential or Pupil Personnel Services Credential
- CLAD or BCLAD Certificate
- Administrative Service Credential preferred
- Training of Certificated and Classified employees and parents in program related topics
- Grant writing experience
- Valid California Driver's License
- Drug test clearance
- TB test clearance
- Criminal Justice Fingerprint processing

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and standard equipment.
5. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

COMPENSATION:

The position will be placed on the Certificated Salary Schedule. This position is categorically funded through State/Federal funds; the compensation may be adjusted annually based on the availability of funds. If such funds are reduced or eliminated, the position may be reduced or eliminated.