



**Coordinator, Categorical Programs**

**Definition**

The Coordinator of Categorical Programs, under the direction and supervision of the Assistant Superintendent of Educational Services, is responsible for the monitoring, implementation, and compliance of state and federal categorical programs. This position provides support, guidance, and accountability for program quality and improvement at all school sites. Additionally, this position provides leadership, planning, budget control, and evaluation of all categorical programs.

**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, specifically focusing on underserved students, students from poverty, English learners, foster youth, homeless, and migrant students.
- Develop the Local Control Accountability Plan (LCAP) with district staff, school leadership, students, and community partners.
- Lead the implementation of state and federal categorical programs, including Title I, Title II, Title III, Title IV, Local Control Funding Formula (LCFF) Supplemental and Concentration Grant funds, and migrant education programs. Recommend and administer policies and procedures to support state and federal categorical programs. Align plans and efforts to School Board Strategic Priorities and Eight State Priorities.
- Develop and monitor the budgets for state and federal categorical programs described above within Board guidelines and state laws in collaboration with the Business Office. Coordinate the development and administration of centralized and school categorical budgets—complete applications for funding, compliance reports, and related correspondence to state and federal agencies.
- Stay knowledgeable and current on changes and new developments, laws, regulations, and requirements of all federal and state entitlement programs and funding formulas. Provide support and guidance to the Superintendent on all fiscal and programmatic matters and requirements for all state and federal programs.
- Support schools in program implementation and improvement. Oversee and assist in planning, developing, and implementing all Single School Plans for Student Achievement (SPSA). Review all Plans, ensuring alignment with the LCAP and School Board goals and priorities. Facilitate school accountability and support efforts.
- Effectively validate data to track student progress in the aggregate and by subgroup. Evaluate the effectiveness of categorical programs. Assist the Superintendent in developing, implementing, monitoring, and evaluating state and federal categorical programs, grants, local partnerships, and student academic outcomes.
- As needed, develop or update the Title III Improvement Plan and English Learner Master Plan to provide high-quality service and best instructional practices to English learners. Stay knowledgeable and current on emerging best practices for instruction and service to English learners. Continually evaluate the impact and effectiveness of plans and adjust and revise as necessary.



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

**New Job Description**

**Effective July 1, 2024**

**Board Approval: June 24, 2024**

- Act as liaison between the district and county, regional, and state offices by attending categorical coordinator meetings and other subcommittees related to consolidated programs. Represent the District to the board and outside agencies on federal and state entitlement programs. Participate in a variety of meetings related to federal and state entitlement programs. Develop and sustain partnerships with agencies and entities to support students of focus.
- Prepare and deliver oral and written reports, recommendations, and presentations on categorical program topics to the Board, committees, parents, and others.
- Provide ELD support, resources, and expertise to staff. Stay knowledgeable and current on contemporary models, methodologies, and best practices for English Learners. Monitor and evaluate the effectiveness of all programs.
- Coordinate and facilitate with the Superintendent of the District English Learner Advisory Committee (DELAC). Plan, direct, and coordinate programs for parents and community organizations to increase support of categorical programs.
- Supervise the requisition of equipment, materials, and supplies for categorical programs and facilities; maintain inventory control.
- In collaboration with site principals, observe classroom instruction to assess curriculum implementation (content, materials, pedagogy, pace, and standards), student performance, and program effectiveness.
- Provide reports and information, as necessary, to school and district personnel based on data sources to evaluate program and instructional effectiveness.
- Direct, coordinate, and conduct in-service programs for District certificated and classified staff to improve their effectiveness in meeting the unique needs of minority language and at-risk students.
- Collaborate with district and community partners to develop a comprehensive model for preschool-to-adult language acquisition.
- Assist in employing and placing SDAIE, ELD, and bilingual certificated and classified personnel to meet California Department of Education guidelines.
- Prepare and deliver oral and written reports, recommendations, and presentations on categorical program matters to the Board, committees, parents, and others.
- Supervise and evaluate the performance of assigned staff.
- Other duties as assigned.

### Required Qualifications

- Masters Degree.
- Three to five years of K-12 teaching experience.
- Site leadership experience.
- Valid California credential authorizing service as an administrator or eligibility for administrative and teaching credentials.
- Drivers License.

### Preferred Qualifications

- Doctor's Degree.
- Bilingual.



Knowledge of

- Leadership development;
- Curriculum planning and development;
- Strong organizational skills;
- Essential components of school innovation;
- Instructional techniques, methods, and materials;
- Research skills;
- Coaching Strategies;
- Elements of Program Improvement;
- State and federal requirements for categorical program monitoring;
- Career Technical Education (CTE);
- Statistics;
- Data analysis;
- Strong public speaking.

Ability to

- Communicate well, both orally and in writing;
- Interpret data;
- Exercise leadership role to improve focused collaboration and cooperative planning, for professional learning communities;
- Ability to take initiative;
- Evaluate instructional program effectiveness;
- Plan, organize, and coordinate a variety of projects simultaneously;
- Advance a school, improving student achievement;
- Facilitate training and coaching for teacher/administration leadership;
- Work cooperatively with other staff members, the community, and parents.

This position will be paid on the appropriate step of the Certificated Management salary schedule

- Range D-51
- 225 days
- 12 months