TITLE:	Director, State and Federal Programs	CLASSIFICATION:	Non-Represented Management Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	9824	WORK YEAR:	12 Months
DEPARTMENT:	State and Federal Programs	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Deputy Superintendent	HR APPROVAL:	3-9-2022
		CABINET APPROVAL:	3-3-2022
		BOARD APPROVAL:	08-21-00
		HR REVISION:	09-09-11
			01-01-13

BASIC FUNCTION:

Plan, organize, control, and direct the implementation and evaluation of the state and federal categorically funded programs in the district; serve as a liaison with other agencies concerning state and federal programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Direct and/or assist with the implementation of mandated federal and state intervention/corrective action programs, including communicating with the California

Provide training and technical assistance to school sites and departments in their implementation of State and Federal categorical programs; coordinate district-wide compliance of all categorical programs. E

Serve as a district representative to the District Advisory Committee 785 Tc -11 Tw 0Tc 0 Tc 0 Tv(4.56T6)Tj /TT01.4(;)

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- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, analyze, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders and horizontally to retrieve and store files; lift light objects.