

Job Summary:

The job of the State and Federal Programs Coordinator is done for the purpose/s of establishing and maintaining collaborative and cooperative relationships and communications with district superintendents, administrators, directors of categorical programs, and other personnel assigned to the local, state, and federal accountability processes.

Essential Functions:

- Provide technical assistance to Tulare County Districts and TCOE departments regarding any requirements and/or updates on Federal and/or State program monitoring activities including the scheduling, preparation of evidence and reporting.
- Establish and maintain collaborative and cooperative relationships and communications with district superintendents, administrators, directors of categorical programs, and other personnel assigned to the LEAP, SPSA, Williams and FPM processes.
- Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- Collaborates with programs, IHE's, and other stakeholders for the purpose of developing alternative resources, identifying methods for continuous improvement, and maintaining relationships between all stakeholders.
- Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- Maintains accurate records and reports for the purpose of ensuring stakeholders complete requirements, and ensuring that the program meets the requirements of state and federal program policy.
- Plans/provides diverse professional development for the purpose of training participants as required by the policy standards.
- Produces program materials for the purpose of providing participants with the necessary information and/or resources for accountability purposes.
- Supports program staff and participant involvement for the purpose of maintaining effective program management.
- Supports staff for the purpose of adhering to agency employment policies.
- Supervises/evaluates personnel for the purpose of insuring productivity, effectiveness, and efficiency of staff.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - operate a computer;
 - utilize a variety of applicable software including a web browser.
- **Knowledge of:**
 - Elementary and Secondary Education Act (ESEA);
 - attainment and appropriate use of state and federal funds;
 - learning theory, curriculum, instruction, and assessment;
 - effective adult learning models and strategies;
 - how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance with applicable program regulations and requirements;
 - effective use of time and resources to accomplish project objectives.
- **Ability to:**
 - assist with maintaining a professional support program that enables participants in the implementation of rigorous state standards, equity, local control, performance and continuous improvement;
 - organize and conduct staff development activities;
 - assist site administrators in the alignment of state and federal policies;
 - participate in, and provide professional development training;
 - support a communication plan to disseminate state and federal program information;
 - assist in conducting periodic program evaluation;
 - maintain liaisons with, and participate in, the statewide state and federal program networks and trainings;
 - maintain accurate records and complete required reports;
 - support applicable codes, laws, and regulations related to state and federal policy;
 - communicate effectively, verbally, and in writing.

Responsibilities include: at times working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- Master's degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's license and proof of automobile insurance.
- Valid California Teaching Credential.
- Valid California Administrative or Supervisory Credential.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

May 2017

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.