

Yuba City Unified School District Special Programs Coordinator

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under the direction and supervision of the Assistant Superintendent of Education Services, plan, organize, control, and direct the implementation, operation, and evaluation of the District Expanded Learning Programs, categorical and grant programs; direct and manage fiscal operations of those programs; coordinate the training, supervision, and evaluation of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the design and development of the Expanded Learning program; plans and schedules in coordination with assigned classified and certificated staff.
- Oversees the daily operations of the district after-school expanded learning program; regularly visits school sites and works with site coordinators on implementation of quality standards.
- Fully implement robust Expanded Learning Program and ASES programs.
- Plan, organize and direct the implementation, operation, and evaluation of State and Federal programs; assure program compliance with District, State, and Federal laws, rules, and regulations
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, termination, and disciplinary actions
- Direct and manage fiscal operations of state and federal programs; prepare grants and funding applications as appropriate
- Prepare and maintain a variety of narrative and statistical reports, records and files related to state and federal programs.
- Provide technical expertise, information, and assistance to the Assistant Superintendent regarding state and federal programs; assist in the formulation and development of policies, procedures; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Provide informational support to site administrators and other District administrators; provide recommendations for improving and developing the operations of state and federal programs; develop informational materials related to stated and federal programs and projects
- Plan, organize, and implement long and short-term programs and activities designed to enhance state and federal programs; collaborate with District personnel and parents to assure the smooth running of state and federal programs; utilize resources to develop instructional programs to meet the needs of all students
- Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, address issues, resolve conflicts and exchange information.

- Work with personnel to support the District's commitment to parental involvement programs that support educational equity
- Implement proactive measures to develop relationships between programs, parents, and other agencies for the purpose of developing cooperative educational plans
- Ensure that all requirements for state and federal programs are met including stakeholder input, reports, board presentations, and accountability measures are met.
- Oversee the Classified Grants program and ensure compliance with state and federal regulations.
- Oversee, implement and supervise the GATE program.
- Attend and conduct a variety of meetings, conferences, workshops as assigned
- Supports the Assistant Superintendent of Educational Services in developing and implementing services and programs and achieving department and district goals.
- Perform other duties as assigned

DEMONSTRATED KNOWLEDGE AND ABILITIES: KNOWLEDGE OF:

- Planning, organization, and direction of State and Federal programs
State, federal, and private funding sources
- Knowledge of ELOP, ASES and other categorical state and federal programs.
- Demonstrated supervision, management and leadership skills, including ability to effectively coach and inspire staff, and work with contractors and volunteers.
- Oral and written communication skills
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software (ie. Aeries, Google Drive, Excel, and other technology platforms)

ABILITY TO:

- Plan, organize, control and direct the implementation, operation and evaluation of State and Federal programs, including ELOP, ASES, Classified Grant, and other state and federal grant programs.
- Supervise and evaluate assigned personnel
- Direct and manage fiscal operations of State and Federal programs
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports and present to a variety of audiences, including district, board, and other groups.
- Direct the maintenance of a variety of reports and files related to assigned activities
Maintain consistent, punctual, and regular attendance
- Work with a significant diversity of individuals and/or groups, work with data of varied types and/or purposes, and utilize various job-related equipment
- Leading, guiding, and/or coordinating others.

EDUCATION AND EXPERIENCE REQUIRED:

A minimum of five years of experience in public education; three to five years of leadership experience including the administration of professional learning programs and or site administration.

LICENSES AND OTHER REQUIREMENTS:

Possess a California Administrative Services Credential;
Ability to travel between school sites to conduct business

2/14/25