

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT FOR FEDERAL/STATE PROGRAMS AND
YOUTH/FAMILY ADVOCACY**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Superintendent, administer and assist with all Federal and State Programs and related activities throughout the District including: CALPADS and student information systems (CSIS/Aries), testing, categorical and special projects; program reviews, provided for training and in service for the District staff to ensure adherence to applicable laws, codes and regulations and Board policies; to maintain the mission and educational goals of the District; to administer assigned activities with each school site; and to provide highly responsible and complex administrative support to the Superintendent. The Administrative Assistant also oversees and coordinates two District-wide programs: Homeless and Foster Youth Programs.

SUPERVISION RECEIVED AND EXERCISED

Position receives general direction from the Superintendent.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Representative Duties:

Categorical Programs

1. Administer and assist with the planning, organizing, and coordinating the implementation of State and Federal Categorical Program requirements, including technical support to school sites regarding requirements under the no Child Left Behind Act (NCLB), Coordinate Compliance review process and intervention support for program improvement schools at the K-12 level.
2. Assist in the development and monitoring of State and Federal Program budgets/expenditures at K-12 schools.
3. Facilitate Coordinated Compliance Review process and assist in correcting out of compliance items.
4. Provide technical assistance to school site and Departments in their implementation of State and Federal categorical programs; coordinate district-wide compliance of all categorical programs.
5. Collaborate with appropriate offices of California Department of Education and other agencies as needed.
6. Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases, produce data reports for various audiences.
7. Administer and assist with providing both process and product evaluation to assess program compliance within state and federal guidelines, the degree of implementation of plans, and the impact of programs on students.
8. Remain current concerning trends in assessment, research and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses and attending workshops.

9. Administer and oversee District's CALPADS, testing categorical and special projects, program reviews and student information software (CSIS/Aries).
10. Review and evaluate all activities related to the assigned projects and programs; meet with staff to identify and resolve problems.
11. Represent the District to the Board of Trustees and outside agencies on matters related to testing, categorical and special programs, and activities; administer and interpret Board policies, education codes and related laws; recommend Board policy changes; recommend actions to the Board.

Homeless and Foster Youth Program

12. Recruits homeless/foster youth students actively for school enrollment, using mailings, mass media, community organization meetings, bilingual materials, newspaper advertisements and community service fairs.
13. Maintain district-wide homeless/foster youth student count and student assignment/placement rosters.
14. Monitors student eligibility for, and placement in, appropriate educational programs and services.
15. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster/homeless children.
16. Assist foster/homeless children when transferring from one school to another or from one school district to another in ensuring proper transfer of credits, records, and grades.
17. Assists in the development and administration of policies and procedures related to homeless/foster youth enrollment, staff development and related educational services.
18. Conducts or attends periodic meetings with district and school support staff relative to homeless/foster youth education/at-risk student issues and concerns.
19. Provides assistance to district personnel in meeting the educational, social, and personal needs of homeless/foster youth and at-risk students and their parents.
20. Prepares, or assists in preparing, proposals and applications for federal, state, local, and private agency funding of the homeless/foster youth education program.
21. Acts as a public relations resource person for the homeless /foster youth education program. Serves as liaison capacity between the district and the community; interest district goals and needs for achieving equal educational opportunity for children of homeless/foster youth parents/guardians.
22. Serves on various community and district committees or organizations in an advisory or decision-making capacity on matters relevant to homeless/foster youth concerns; assists in establishing lay and professional committees for the study of homeless/foster youth education problems and their solutions.
23. Visits and counsels with homeless/foster youth parents/guardians relative to problem situations affecting the educational and social welfare of their children.

QUALIFICATIONS

Knowledge of:

Administrative skills to analyze problems, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of grant preparation and administration.
Personal computer software applications including word processing and spreadsheet applications.
Pertinent Federal, and State and local laws, codes, and regulations.
Education code as well as other applicable local, county, state, and federal requirements related to testing, staff development, categorical and special education programs and activities.

Ability to:

Lead and administer the operations, services and activities related to assigned areas.
Prepare clear and concise administrative reports.
Allocate limited resources in a cost-effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed recommended actions and implement recommendations in support of goals.
Research, analyze, and evaluate services, delivery methods and techniques in assigned areas.
Operate a personal computer.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Three years' experience in assessment, research or program evaluation, administering State-mandated testing programs or conducting research and evaluation activities.
- Three years experience in data analysis at the school level preferred.
- Expertise with statistical software and educational and web-based data management systems preferred.

Training:

- Experience equivalent to, or training equivalent to, or training equivalent to at least an Associates degree; and/or 60 units.
- Bilingual, oral and written (Spanish) preferred, not required.

WORKING CONDITIONS:

Office environment (working on a computer); travel.

PERSONAL SKILLS AND QUALITIES:

High standards of ethics; integrity and personal conduct.

Skilled in verbal and written communications.

Skilled in problem solving and first-class conceptual skills

Interpersonal skills, capacity to listen and learn, possess tact, patience, and courtesy

Possess a sense of humor and enthusiasm.

Possess a valid California Driver's License.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for work in different office environments, traveling to and from sites, as well as sustained posture in a seated and in a standing position. Hearing and speaking to exchange information and make presentations; seeing to read a variety of financial and statistical records and reports; dexterity to operate a computer keyboard.

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 16