

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COORDINATOR, INTEGRATION COMPLIANCE**

**A. Job Purpose**

Coordinates, monitors, and reviews court ordered compliance activities pertaining to the District's Student Integration programs.

**B. Responsible to**

Assistant Superintendent, Student Integration Services

**C. Subordinates**

Temporary advisers as assigned  
Classified personnel as assigned

**D. Functions**

Essential Functions

1. Assists in the development and implementation of District-wide policies and procedures in matters of student integration compliance; reviews integration program policies and procedures to ensure coordination between the District's student Integration programs and other District, State, or federal programs.
2. At the direction of the Assistant Superintendent and with the review of legal counsel, supervises and coordinates the compliance monitoring process, including site visitations, at sites receiving student integration funding.
3. Reviews studies and prepares analyses regarding the effect of existing and proposed District programs for student integration activities.
4. Prepares the master events schedule for implementation of school-level integration plans; monitors tasks and events; maintains liaison with other District operational and instructional units to ensure that such plans proceed on schedule.
5. Assists with necessary agreements relating to integration compliance with federal, State, local agencies, and employee organizations.
6. Plans, organizes, and presents in-service and staff development workshops on student integration compliance issues.
7. Serves as resource person to and liaison with District organizational units, agencies, community organizations, and individuals in matters of integration compliance.
8. Oversees the development of District student integration resource materials; helps compile, organize, and disseminate information regarding school integration compliance.
9. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## **E. Qualifications**

### Education

#### *Required*

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

### Experience

#### *Required*

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s).

*Note: For definitions of years of service, refer to Policy Guide E23.*

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of federal, State, and local policies, rules, and regulations pertaining to student integration programs and compliance.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
3. Knowledge of the Education Code, Board Rules, administrative regulations, District operational policies and procedures, and negotiated agreements as they pertain to student integration programs.
4. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields of student integration and human relations.
5. Ability to work effectively with all ethnic, racial, and socioeconomic groups and individuals.
6. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
7. Ability to plan, organize, prioritize, and manage time for self and others.
8. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
9. Knowledge of staff development and in-service resources.
10. Ability to work effectively with federal, State, and local agencies.
11. Ability to utilize subordinates effectively.
12. Ability to conduct research and data-gathering activities.
13. Knowledge of District instructional objectives and methods.
14. Ability to communicate effectively with students, parents, community representatives, colleagues, and District personnel, both individually and as a group.
15. Ability to make formal, public presentations.
16. Ability to compose and comprehend written communication.
17. Ability to travel to other sites/locations.

### Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. General Supervision Credential
4. The Supervision or Standard Supervision Credential and the appropriate basic credential(s) authorizing service in the area of this class description.
5. One elementary and one secondary level credential from among the following:
  - a. Elementary School Administration or Supervision Credential
  - b. Secondary School Administration or Supervision Credential.

*NOTE: This is a Master Salary (G) Table class.*

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JRT