

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

Class Description  
**EXECUTIVE DIRECTOR, FEDERAL AND STATE EDUCATION PROGRAMS**

**Job Purpose**

Directs the District's Federal and State Education Programs with specific responsibility for assisting schools and other District offices in developing and implementing programs, grades pre-K through 12, that are consistent with state and federal specially-funded program laws. Monitors specially-funded schools and offices for program quality and fiscal compliance.

**Responsible to**

Chief Academic Officer

**Subordinates**

Certificated and classified personnel, as assigned

**Functions**

Essential Functions

1. Directs the planning, organization, development, and monitoring of specially-funded programs and budgets, including Title I, Program Improvement, and Economic Impact Aide (EIA)/State Compensatory Education, if funded.
2. Develops guidance and technical support through trainings, bulletins, memorandums, and the *Program and Budget Handbook* to ensure the dissemination of clear and consistent information regarding specially-funded programs.
3. Coordinates Federal Program Monitoring and other instructional compliance reviews necessary to maintain funding and to certify compliance for Title I and Program Improvement.
4. Supervises technical assistance to local district staff on federal and state compliance.
5. Supervises the development of the Single Plan for Student Achievement, including budget documents, including the annual Evaluation of the Single Plan for Student Achievement for compliance with state and federal regulations, and develops and implements procedures for yearly and long-term planning to support student achievement.
6. Develops and interprets District policy as it relates to state and federal laws affecting specially-funded programs.
7. Plans, coordinates, and collaborates with District offices to provide professional development activities on Title I law and policy guidelines.
8. Directs and coordinates activities of subordinate units.
9. Directs the preparation of a proposed annual budget for functional areas of responsibility.
10. Negotiates and collaborates with the California and U.S. Departments of Education regarding specially-funded programs compliance and legal issues that impact the District.
11. Collaborates and consults with private school personnel, parents, and community-based organizations regarding legal requirements affecting specially-funded programs.
12. 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 a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## **Qualifications**

### Education

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.

### Experience

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

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

### Credentials

A California Administrative Services credential authorizing management service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

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

1. Knowledge of the California Education Code; District Board Rules; District policies and procedures; goals and objectives; organizational structure and functions; and negotiated contracts.
2. Knowledge of the fundamental principles and practices, current trends, literature, and research in the areas of instructional programs, curriculum, measurement, and evaluation strategies.
3. Knowledge of the District's instructional goals and objectives.
4. Knowledge of the content and intent of state and federal laws establishing specially-funded programs and the ability to implement them.
5. Knowledge of effective administrative and managerial practices and ability to implement them.
6. Knowledge of and skill in budget preparation and control.
7. Ability to work collaboratively and communicate effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Ability to observe, guide, evaluate, and utilize subordinates effectively.
9. Ability to travel to other sites/locations.
10. Ability to make formal, public presentations.
11. Ability to compose and comprehend written communication.
12. Ability to plan, organize, and prioritize time for self and others.
13. Appropriate interpersonal style and leadership ability to guide individuals and groups toward task accomplishment.

### Health

Physical and mental fitness to engage in executive 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.

### *NOTE:*

1. *This is a contract management classification.*
2. *Employees in this classification are subject to the reporting requirements of the District's Conflict of Interest Code.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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