

## LCFF TASK FORCE COORDINATOR

### BASIC FUNCTION:

The LCFF Task Force Coordinator provides oversight of the District's Local Control Accountability Program (LCAP), Guidance and Student Services, and Categorical Programs.

### REPRESENTATIVE DUTIES:

- Plan, organize, control, direct and evaluate instructional activities, extracurricular events, and special programs contained within the LCAP; confer with district personnel regarding staff, programs, students, finances and legal requirements; implement, evaluate and suggest modifications to the District's mission, vision, goals, objectives and programs as needed. **E**
- To direct the services of counseling and guidance programs throughout the district as they relate to the goals and objectives of the LCAP.
- Works with Student Services Staff members and District Administrative personnel in identifying needs, and in developing effective procedures for the organization, administration and evaluation of Student Services. **E**
- Directs preparation and administration of budgets for programs associated with Student Services. **E**
- Supervises Student Services staff. Interview, select, direct, evaluate certificated and classified personnel; assign faculty and staff as appropriate to meet LCAP objectives. **E**
- Plan, monitor and support the business and fiscal operations of the LCAP; develop and administer District budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials. **E**
- Provide and interpret assessment data to implement appropriate curricular and instructional change. **E**
- Establish, coordinate and maintain communication with community and parent groups, city officials, and law enforcement officials. **E**
- Prepare and write correspondence, bulletins and other communications on behalf of the District; arrange for District-level public relations and publicity for special events, achievements, and progress of the LCAP as appropriate. **E**
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws, district regulations and other specially funded program requirements. **E**
- Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal guidance to students and parents. **E**
- Direct the implementation of staff development and in-service training where appropriate; update staff on revised policies and procedures, and implement changes.
- Attend, conduct and chair a variety of meetings with faculty and classified staff, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student and staff complaints; represent the District at Board, district and community functions. **E**
- Direct the preparation and maintenance of a variety of district, county, state and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and the LCAP requirements.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Requirements as presented within the LCFF/LCAP.  
School law administration and applicable sections of the Education Code and other laws relating to Student Services.  
Regulations of Federal Categorical Programs  
Counseling and Guidance Services  
State and local curriculum requirements.  
Board and district policies, procedures and regulations.  
Labor relations law and employee contracts.  
Interpersonal skills using tact, patience and courtesy.  
Basic computer operation.

**ABILITY TO:**

Organize, direct, evaluate and supervise assigned certificated and classified staff.  
Direct activities regarding personnel, budget, student services and activities, curriculum and instruction, and communications and articulation.  
Train, supervise and evaluate certificated and classified personnel.  
Establish, coordinate and maintain communications with community and parent groups.  
Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.  
Plan and organize work.  
Complete work with many interruptions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Perform public relations and communicate with the press.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and five years of classroom experience or experience in pupil personnel services. Teaching experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential; valid California driver's license.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions.  
Driving to off-site locations to conduct work.  
Supervision responsibilities during the day and evening outdoors.  
Speaking to deliver public presentations.  
Contact with dissatisfied or abusive individuals.

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Mgmt