

LCAP Specialist

BASIC FUNCTION:

Under the direction of a Support Services Director, perform specialized and complex work relating to the district's Local Control Accountability Plan (LCAP); assist in planning, preparation of plan components, analyzing and monitoring status of anticipated outcomes; prepares reports.

REPRESENTATIVE DUTIES:

- Compile data and information and prepare and maintain variety or records, logs and files for purposes of LCAP. **E**
- Assist in the coordination of activities related to the development, revision, completion and publication of the district's annual Local Control and Accountability Plan (LCAP). **E**
- Assist with planning, organization, and implantation of a broad stakeholder engagement strategy relating to the development and revision of the plan, including, but not limited to, community input meetings, parent advisory committee meetings, on-line input collection and employee group input. **E**
- Assist LCFF Task Force Coordinator on the tracking and revision of LCAP metrics to ensure alignment with the district's Strategic Plan. **E**
- Monitor and track LCAP funds, ensuring that actions/services and expenditures are properly accounted for. **E**
- Assist with preparation and presentation of LCAP status and update reports to the board, district leadership, and community; maintain up to date information regarding engagement activities. **E**
- Maintain department webpage, providing regular content updates along with relevant information. **E**
- Collaborate with school personnel to ensure LCAP and Single Plans for Student Achievement (SPSA) are in alignment; monitor for compliance. **E**
- Attend local and regional workshops on LCAP development and best practices and share information with district staff. **E**
- Perform a variety of tasks related to student testing. **E**
- Assist in developing, adapting, and demonstrating assessment programs to meet special District needs; collects and analyzes all necessary data for program requirements for district, State and Federal programs. **E**
- Assist users in resolving technical problems regarding student assessment programs. **E**
- Serve as resource to administrators and staff.
- Operate a computer and other office equipment as assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

LCFF and LCAP concepts and fundamentals.

District organization, operations, policies and objectives.

School District programs and office practices and procedures.

Budget preparation and maintenance procedures.

Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code, Board Policy and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

ABILITY TO:

Exercise judgment in relieving Director of administrative detail within a defined scope of established responsibility.

Analyze situations accurately and adopt an effective course of action.

Participate in budget preparation and maintenance.

Interpret, apply and explain school and District programs, policies, procedures, rules, regulations, and objectives.

Work independently with little direction.

Understand and interpret rules and written/oral directions and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Make arithmetic calculations quickly and accurately.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Attend workshops out of the area, as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training or coursework in business office management, organization, planning or related technical skill area and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

May drive vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and review various materials.

07/01/17
SMJUHSD
Range 28