

DIRECTOR, SPECIAL PROGRAMS**GENERAL RESPONSIBILITIES**

Under direction of the Assistant Superintendent, Education and Assessment Services, plans, administers, coordinates, and assesses District special programs including categorical programs, vocational programs, GATE, English learner programs, and other District grants, and provides supervision to designated staff members.

DUTIES AND RESPONSIBILITIES

1. Prepare, implement, and monitor Federal and State project budgets for Education and Assessment Services division.
2. Prepare and submit the District Consolidated Application for Funding Categorical Aid programs.
3. Prepare, submit, and annually update the Carl D. Perkins Vocational and Technical Education Act Local Plan.
4. Coordinate and monitor the annual administration of the California English Language Development Test.
5. Provide supervision and coordination of the District Title I program.
6. Provide supervision and coordination of the District English Learners program.
7. Monitor District categorical programs for compliance with all State and Federal requirements.
8. Coordinate the District vocational and technical education program.
9. Coordinate and monitor the District GATE and related programs.
10. Monitor site categorical and grant budgets.
11. Coordinate and update the District Local Education Agency Plan.
12. Assist school staff members with development of the Single School Plan for Student Achievement in compliance with No Child Left Behind regulations.
13. Function as a District liaison to county, State, and Federal education departments as related to special programs.
14. Support site administrators with assistance in administration of State and Federal programs.

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15. Prepare and submit required reports and applications to local, State, and Federal agencies.
16. Coordinate with the Business Services Division to ensure fiscal accountability.
17. Annually review and update the District Opportunities Catalog.
18. Prepare communication to the Board of Trustees as appropriate.
19. Perform other duties as assigned.