

LOCAL CONTROL ACCOUNTABILITY PLAN COORDINATOR

DEFINITION

Assists in the administration of the District's Local Control and Accountability Plan (LCAP) by coordinating and providing direct guidance, training, and support to the Communities of Schools Administrators (CoS) and school administrators who oversee and approve the school Targeted Student Population (TSP) and Student Equity Needs Index (SENI) plans.

TYPICAL DUTIES

- Coordinates and provides guidance, training, and support to the Communities of Schools (CoS) administrators regarding the development and approval of the school sites' LCAP, TSP, and SENI plans.
- Develops presentation materials related to LCAP, SENI, and TSP and presents at the Local District budget development sessions.
- Supports the Local Control and Accountability Plan Administrator with assisting affiliates charter schools with the development of their LCAPs.
- Develops and deliver training materials to CoS administrators to strengthen their role in plan oversight and accountability.
- Develops, creates, and implements toolkits, and co-facilitates both in-person and virtual LCAP engagements with Board members and staff at the District-, Local District-, Community of Schools-, and school-levels.
- Collaborates and coordinates with District teams to develop and update the SENI Menu of Investments, and e-library or catalog to help principals browse potential investments of their SENI funds.
- Provides training and support for the roll-out of the new Menu of Investments.
- Develops LCAP training modules for MyPLN and Parent Portal.
- Collaborates and coordinates with other District initiatives around site-level planning and budgeting, including Student Centered Funding and the Office of Parent and Community Services.
- Creates communications materials for use at the District-, Local District-, CoS-, and school-levels for consistency and transparency of messaging to outside stakeholders with the implementation expansion of the SENI and Local District/CoS-level planning.
- Performs related duties as assigned..

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Local Control Accountability Plan Coordinator assists the Local Control and Accountability Plan Administrator by coordinating and providing direct guidance, training, and support to school administrators who oversee and approve the school Targeted Student Population (TSP) and Student Equity Needs Index (SENI) plans.

A Local Control Accountability Plan Administrator administers, plans, coordinates, develops, and administers the District's LCAP and assists in ensuring that the District is meeting all the legal requirements of LCAP.

The Budget Policy Analyst typically performs complex work requiring analytical and writing skills with emphasis on different methods of budgeting rather than implementation of current budgeting practices.

SUPERVISION

Administrative direction is received from the Local Control Accountability Plan Administrator or an executive. Supervision may be exercised over lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District policies, procedures, programs, objectives, and organizational structure
- Research and analysis techniques
- Supervisory principles and practices
- Public relations principles
- Concepts and business applications of data management systems and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that relate to the LCAP and LCFF
- LCAP and LCFF and how it applies to the District
- Effective management and supervisory principles and techniques
- Training principles and techniques

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports and presentations
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, public or business administration, law, or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Three years of professional level experience analyzing and making recommendations to executive staff for the solution of complex problems related to legislation of programs, organizational policies and procedures, budget and finance, or complex processes and systems. One year of the aforementioned experience must be in a management level position.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

09-16-21

KG/RGK