

MT. DIABLO UNIFIED SCHOOL DISTRICT
ADMINISTRATOR, COMPLIANCE AND TRAINING

Primary Function

This position will consolidate compliance and monitoring for mandated programs and training obligations. It ensures compliance with regulations at both the district and site levels.

Directly Responsible To

Executive Director of Instructional Support

Supervision

Supervises and evaluates assigned classified staff.

Major Responsibilities

1. Reviews applications, reports and evaluations of categorical programs as appropriate.
2. Assists the Executive Director with the preparation of state and federal project applications affecting curriculum.
3. Assists the Executive Director with the Compliance Review document of the Local Education Agency Plan.
4. Conducts site reviews in preparation of state and federal audits.
5. Oversees and monitors mandated training for employees which includes sexual harassment prevention training, CPS training, and blood borne pathogens.
6. Coordinates and manages compliance with textbook sufficiency and related initiatives.
7. Oversees online monitoring of mandated training for all employees in the district.
8. Coordinates and supports school and district comprehensive safety plan implementation and monitoring.
9. Coordinate, supervise and monitor energy conservation plan.
10. Supervises and evaluates designated personnel as assigned.
11. Performs additional duties assigned by the Executive Director of Instructional Services as an adjunct to regular stated duties.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a wide variety of categorical programs.
2. Ability to exercise good judgment and tact.
3. Knowledge of effective employee supervision and evaluation procedures and techniques.
4. Ability to speak and write effectively.
5. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.
6. Knowledge of principles of organization and management.
7. Knowledge of all aspects of the operation of a categorical program.
8. Knowledge of state and federal laws pertaining to state and federal categorical programs.
9. Knowledge of budget development, maintenance, and evaluation.
10. Knowledge of school district operations and procedures.
11. Knowledge of governmental agencies that relate to the development and administration of categorical programs including the United States Department of Education, the California Department of Education, and county offices of education.

Education, Training and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Possession of an appropriate school administrative credential.
3. Experience in administering categorical programs.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Salary Range 25 - Diablo Managers' Association
248 Day Work Year

Adopted by the Board of Education: