

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of February 11, 2025**

**ITEM:** **JOB DESCRIPTION: ADMINISTRATOR ON SPECIAL ASSIGNMENT – STATE, FEDERAL, AND SPECIAL PROGRAMS**

**PREPARED BY:** **MARINA GONZALEZ, CHIEF HUMAN RESOURCES OFFICER**

**TYPE OF ITEM:** **CONSENT**

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**PURPOSE:**

The purpose of this item is for the Board of Trustees to approve the Administrator on Special Assignment: State, Federal, and Special Programs job description.

**BACKGROUND INFORMATION:**

As the District continues to advance its goals, job classifications are evaluated. In some cases, a new classification is recommended in order to help meet the District's goals and the needs of the students. The Administrator on Special Assignment: State, Federal, and Special Programs classification encompasses the duties necessitated by the Albany Unified School District.

**DETAILS:**

The job description is attached.

**STRATEGIC GOALS ADDRESSED:**



**Objective #3:** *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

**RECOMMENDATION: APPROVE THE JOB DESCRIPTION FOR ADMINISTRATOR ON SPECIAL ASSIGNMENT: STATE, FEDERAL, AND SPECIAL PROGRAMS**

# DRAFT

## ALBANY UNIFIED SCHOOLS JOB DESCRIPTION

ADMINISTRATOR ON SPECIAL ASSIGNMENT: STATE, FEDERAL, AND SPECIAL PROGRAMS

**SALARY SCHEDULE:** Certificated Management, Range 375

**WORK YEAR:** 210 days

**POSITION DESCRIPTION:** Under the supervision of the Executive Director of Teaching and Learning, and in collaboration with the Chief Business Official and Business Services Division, the Administrator on Special Assignment works collaboratively with site and district leaders to leverage state, federal, and district resources to accelerate learning outcomes for focal student groups, provide engaging programming in school and through extended learning opportunities, and enlist family and community assets to support the District's work.

Direct, coordinate, and oversee implementation of federal, state, and District requirements, compliance, and grant funding requirements, educational planning and accountability; design, oversee, and facilitate development of a variety of data reporting tools and displays, and assist district home office and school site staff to use data and resources to provide effective programming for students. Direct, coordinate, and project manage special projects related to the strategic priorities and plans related to accelerating outcomes for our students.

**REPRESENTATIVE DUTIES: E = Essential Duties** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*Organizational Vision and Planning: Leads the development of a shared vision of academic excellence, with a focus on equity & access, and sustains focus on student outcomes in the District.*

1. Ensures that all special programs are aligned with District goals and outcomes. E
2. Directs coordinates and oversees the implementation of Federal, State and District requirements related to educational planning and accountability, working collaboratively with site and district leaders. E
3. Plans, organizes, implements and monitors long and short term strategies and activities designed to develop or improve student outcomes. E
4. Directs and monitors processes to ensure quality, compliance, and accountability for all programs outlined in the Local Control and Accountability Plan & LCAP Federal Addendum. E
5. Leads the development and implementation of the Single Plan for Student Achievement (SPSA) to ensure compliant alignment of resources and strategic activities to the achievement and climate/culture goals and targets. E
6. Supports and monitors the development and implementation of programs to support English learners outlined including working with educators and families to create a Master Plan for English Learners including assessment and reporting requirements for State and Federal funds. E
7. Directs, oversees and monitors the development and implementation of programs, plans and activities as they relate to School Improvement & Support. E
8. Leads the development and implementation of plans and activities to ensure that all District systems and programs are culturally and linguistically responsive to the needs of our diverse community. E
9. Directs and supports the development and implementation of school-based intervention strategies

and activities, including those beyond the regular school day and school year, to ensure effectiveness and alignment with District goals and targets, such as before and after school programs, summer programs, secondary school credit recovery, Advancement Via Individual Determination (AVID) other interventions. E

10. Supports District plans and programs to accelerate the achievement of student communities who have been historically marginalized. E
11. In conjunction with other staff, regularly engages instructional leaders in collecting, observing and analyzing assessment/achievement data to surface questions, patterns, and/or gaps in the instructional program models at a District and school level. E
12. Ensures that all Pre-K through High School instructional programs and services are compliant with federal, state and/or District requirements. E

*Financial and Resource Management: Ensures optimization and alignment of site and district resources and finances according to site and district plan goals and objectives. Ensures that each site utilizes material resources to ensure an optimal learning environment.*

13. Builds the capacity of the District's educational and site leaders to understand and apply all of the laws, rules, regulations and procedures that will ensure strict compliance in the implementation of categorical programs and special projects. E
14. Directs and monitors the coordination of programs and activities to ensure and document compliance with federal mandates. E
15. Manages budgets and budget reporting requirements for various programs; analyzes and reviews budgetary and financial data; monitors and audits expenditures in accordance with established guidelines; develops budget schedules and processes for sites and departments. E
16. Directs monitors and controls the process for the District's accounting for instructional minutes in accordance with state statutes. E
17. Responds to requests from auditors, grantor organizations and governmental agencies, which may include official financial reports and claims, including Time & Effort; represents the District during audits by public auditors, and Federal Program Monitoring. E
18. Performs systems analyses for various work processes and recommends changes for improving efficiency; designs management control systems and work processes. E
19. Directs the preparation and maintenance of detailed records of department functions and activities. E
20. Identifies and communicates new revenue and resource opportunities through external partnerships and federal and state grants where aligned with school and district goals and strategic practices. E
21. Convenes instructional leaders to collaborate on grants, community partnerships, and other funding opportunities. E
22. Ensures each site is providing equitable access and service/program delivery in accordance with federal and state law. E

*Community Engagement and Communications: Works effectively with parents and community members to promote shared ownership of the sites in the District. Builds a respectful culture that emphasizes high expectations for all principals, instructional leaders, staff, students, parents and community members.*

23. Serves as a resource and liaison for District leadership, school and District staff, various District advisory committees, parent and community groups, and state and federal agencies on issues related to District, state, and federal planning and accountability. E
24. Represents the District at local, state and national meetings and other activities; remains current on laws and regulations affecting programs under the supervision of the department and division. E
25. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflict, and exchange information; develops policies and procedures to encourage effective and efficient management controls. E

26. Builds strategic alliances with key community leaders and business partners to understand and support instruction and student achievement. E
27. Perform related duties as assigned. E

### **QUALIFICATIONS AND SKILLS**

1. Exemplary teaching ability;
2. Possess interpersonal and communication skills marked by the virtues of equity, inclusion and respect;
3. Organizational skills to manage a diverse workload and complete tasks efficiently with minimal supervision, and ability to manage multiple priorities;
4. A willingness to be a life-long learner and to stay current in a variety of emerging educational technology and software;
5. Ability to build trust and work cooperatively with teachers, administrators, staff and parents.
6. Demonstrated effective leadership experience in collaborative teacher teams at the site and/or District level
7. Commitment to equity and inclusion in education.

### **REQUIREMENTS**

1. Any combination of education, training and/or experience equivalent to: Five years of successful work experience supervising school and/or district, state and federal programs; progressively responsible financial and systems auditing experience of acceptable level and quality; and demonstrated strong experience with cultural competence and equity.
2. Valid California Driver's License
3. Valid California Teaching and Administrative Services Credentials
4. EL Authorization, CLAD, BCLAD or Equivalent