

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COORDINATOR, TITLE 1 PRIVATE SCHOOLS PROGRAM**

A. Job Purpose

Coordinates the District's Title 1, Private Schools Program; implements a compliant District program for eligible students attending nonprofit private schools.

B. Responsible to

Director, Specially Funded Programs

C. Subordinates

Certificated and classified personnel as assigned  
Temporary advisers as assigned

D. Functions

Essential Functions

1. Coordinates the District's Title 1, Private Schools Program; implements a compliant District program for eligible students attending nonprofit private schools.
2. Consults with private school officials regarding all aspects of private school participation pertaining to the No Child Left Behind (NCLB) Act, Title 1, Part A.
3. Monitors participating private school programs to ensure compliance with federal, state, and District guidelines.
4. Prepares, in conjunction with District personnel, the appropriate Coordinated Compliance Review (CCR) documents; and arranges, with state reviewers, site visits to participating private schools.
5. Prepares budgets in consultation with District personnel and participating private schools.
6. Develops the design, implementation, and assessment of professional development programs for eligible participating private school staff.
7. Prepares reports, surveys, and other materials as required; reviews and coordinates third party contracts.
8. Coordinates the review, selection, and implementation of parent involvement materials and activities.
9. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## E. Qualifications

### Education

#### Required

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least two semester units of specific and two semester units of general course work in multicultural education or equivalent study.
3. For employees being paid on the Master Salary Table for the first time, at least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

### Experience

#### Required

At least eight years of successful full-time service in a public school certificated position(s), no fewer than two years of which must be in a management position(s).

*Note: For definitions of years of service, see Policy Guide.*

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
2. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the areas of instructional programs, curriculum, and health education.
3. Knowledge of federal, state, and local policies, rules, laws, regulations, and legislation pertaining to private schools.
4. Knowledge of and skill in effective budgetary processes and school finance, and skill in obtaining alternative funding resources.
5. Ability to gather, analyze, organize, and project information and ideas.
6. Skill in preparing District bulletins, memorandums, and related publications.
7. Knowledge of staff development and in-service resources and the ability to implement them.
8. Knowledge of effective administrative and managerial practices and ability to implement them.
9. Appropriate interpersonal style and methods to guide individuals and groups towards task accomplishment.
10. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
11. Ability to communicate and to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
12. Ability to communicate effectively with peers, school-site administrators, teachers, government funding representatives, community and union representatives, and other stakeholders and District personnel, both individually and as a group.
13. Ability to compose and comprehend written communication.
14. Ability to make formal, public presentations.
15. Ability to observe, utilize and evaluate subordinates effectively.
16. Ability to plan, organize, prioritize, and manage time for self and others.
17. Ability to travel to other sites/locations.

### Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. Elementary and Secondary School Administration Credentials
4. The Supervision or Standard Supervision Credential and the appropriate basic credential(s) authorizing service in the areas of this class description.
5. One elementary and one secondary level credential from among the following:
  - a. Elementary School Administration or Supervision Credential
  - b. Secondary School Administration or Supervision Credential.

*NOTE: This is a Master Salary (G) Table class.*