

RIALTO UNIFIED SCHOOL DISTRICT

DIRECTOR OF CATEGORICAL AND SPECIAL PROGRAMS

Management Job Description

DEFINITION

Under the direction of the Associate Superintendent(s) of Instruction, provide direction and coordination in the development and implementation of Categorical Programs. Responsible for managing District reimbursable programs involving County, State, and Federal agencies. Also responsible for managing and directing the Attendance Recovery Program (Step-Up), the Medi-Cal Administrative Assistance (MAA) program, and District activities involving students and parents; serves as a resource to District personnel and supervises school sites as directed.

ESSENTIAL DUTIES

Attends bi-monthly meetings regarding current trends and mandates in the operation of county, state, and federal reimbursable programs.

District Consolidated Applications Part I and II: completes and coordinates collection of information to meet CDE deadlines
Title I Programs – Determine annual ranking of Title I schools, assist schools with implementing Title I programs (School wide or Targeted Assistance), Title I program budget development and monitoring, calculate site allocations; coordinate District Advisory Committee meetings, PI Supplemental Educ

ESSENTIAL DUTIES – continued:

- Coordinate and facilitate provider meetings for Supplemental Education Services (SES) program.
- Monitor requisitions and purchases of material and equipment for Title I.
- Supervise and evaluate classified and certificated staff.

