



# RIALTO UNIFIED SCHOOL DISTRICT

## ACADEMIC AGENT: SPECIAL PROGRAMS

### Management Job Description

#### DEFINITION

Under the leadership of the Lead Innovative Agent, provide direction and coordination in the development and implementation of special programs. The Agent is responsible for managing Categorical Programs, LCAP and other district compliance items. The position requires cross-functional engagement with key staff across the organization, and with external stakeholders.

#### ESSENTIAL DUTIES

- Develops and implements State and Federally funded programs in accordance with local, state, and federal regulations.
- Reviews and offers recommendations pertaining to the requisition and purchase of special program materials and equipment.
- Formulates and implements effective categorical in-service programs for administrators, teachers, paraprofessionals and parents.
- Acts as an administrative liaison between the District and private schools receiving categorical funds to provide on-going consultation, identify appropriate resources, and implement and monitor services and use of funds.
- Provides support and technical assistance resources in the evaluation and assessment of the reform efforts.
- Assists in the identification of appropriate resources for implementing research-based programs.
- Gathers required data, prepares accurate reports and monitors program compliance with all applicable regulations for Federally funded programs.
- Serves as a resource for the organization, development, and preparation of the Single Plan for Student Achievement (SPSA).
- Serves as a resource to District Personnel pertaining to the organization, development, and preparation of special funded sources.
- Demonstrates knowledge and the ability to facilitate the development of the Local Control Accountability Plan (LCAP).
- Oversees the Williams Compliance process.
- Coordinates and attends parent information meetings, District Advisory meetings and other related meetings.
- Monitors Title I Parent Involvement.
- Oversees the teacher resource center and textbooks.
- Performs other related duties as assigned.

#### QUALIFICATIONS

**Knowledge of:** Strategic thinking and the ability to proactively identify key issues; a growth mindset, creative and innovative ideas, data-driven decision making; technology integration; State and Federal categorical program regulations and guidelines; Understanding of budgeting and educational legislation; LCAP and LCFF; Experience in managing multi-faceted complex initiatives;

**Ability to:** Perform at a high level of competence in positions of leadership and responsibility; Ability to build relationships Exceptional speaking, writing and interpersonal skills; Effective customer service and problem-solving skills; Attention to detail and extremely well-organized.

#### EXPERIENCE AND EDUCATION

##### **Experience:**

- At least five (5) years of successful teaching experience
- Three (3) years of administrative experience;
- Site or District level Leadership Team experience;
- Minimum of one (1) year experience with a variety of State and Federal categorical program regulations guidelines.

##### **Education:**

- Possession of a valid California Teaching Credential;
- Possession of a valid California K – 12 Administrative Credential;
- Possession of a Master's Degree from an accredited college or university;
- Possession of EL authorization or equivalent.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL CLASS:**

MODERATE WORK – lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds

**WORK AREA REQUIREMENTS:**

Ability to traverse campuses and sites of 10 to 40 acres, including construction sites, campuses, fields, and concrete/asphalt areas. Ability to use common school hand tools, computers, telephones, and photocopy machines.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Fingering: Occasionally	Carrying: Occasionally	Standing: Occasionally
Stooping: Low	Kneeling: Low	Bending: Frequently
Sitting: Occasionally	Lifting: Occasionally	Keyboarding: Occasionally
Reaching: Occasionally	Walking: Constantly	Handling: Constantly
Push/Pull: Occasionally	Grasping: Constantly	*Driving: Occasionally

**\*Possession of a current California Driver's license, a D.V. printout and the ability to be covered by the company auto insurance is required.**

**FREQUENT MOTION:**

Twisting: Low	Elbow flexion/extension: Frequently
Wrist flexion: Frequently	Reaching to shoulder level: Occasionally
Reaching above shoulder level: Occasionally	Reaching below shoulder level: Frequently
Forward shoulder/neck flexion: Occasionally - 3 hours per day	

**SENSORY REQUIREMENTS:**

Ability to see: Constantly	Ability to hear: Constantly
Ability to talk: Constantly	Ability to smell: Constantly
Ability to touch: Constantly	

**THIS JOB REQUIRES:**

Alertness: Constantly	Attention to detail: Constantly
Recall of names and dates: Constantly	The use of two hands: Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat: Has own controls	Noise: Yes
Humidity: Occasionally	Moisture: Occasionally
Floor may be slippery at times: Yes - Tiles areas	Odor: Yes
Working in close quarters with others: Yes, all the time	Fluorescent lights: Yes
Working inside: 95% of the day	Working outside: 5% of the day

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work: Constantly	Frustration: Moderate-depends on time of year
Repetitive Tasks: Yes, signature	Level of responsibility: High
Flexible: Yes	Must keep up with schedule: High
Dealing with angry teachers, students and parents: Moderate	Able to work overtime as needed: Yes

**PHYSIOLOGIC FACTORS:**

Must maintain a high level of consciousness: Yes	Orientation to time, place or person: Yes
Ability to read at 12th grade level: Yes	Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes	

**Pre-Employment Requirements That Must Be Met For Employment:**

- Fingerprints on file as required by State Law through Rialto Unified School District.
- TB Skin Test as required by State Law