

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:

Director, State and Federal
Programs

CLASSIFICATION:

Non

Provide training and technical assistance to school sites and departments in their implementation of State and Federal categorical programs; coordinate district-wide compliance of all categorical programs. **E**

Serve as a district representative to the District Advisory Committee

- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, analyze, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.