



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

# EMPLOYMENT OPPORTUNITIES

## MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OFFICE: 25634 Alessandro Boulevard, Moreno Valley, California 92553  
PHONE: (951) 571-7500 ext. 17302 - WEBSITE: www.mvUSD.k12.ca.us

### CERTIFICATED MANAGEMENT VACANCY

#### APPLICATION PROCEDURE

Interested applicants should contact Moreno Valley Unified School District, Human Resources, at (951) 571-7500, ext. 17302 for application and information.

**A complete job description is available on request.**

**The following items are required by the application deadline:**

- A Completed District Management Application
- Letter of Interest
- Current Resume
- Three Letters of Reference (dated within the last 3 years)
- Copies of valid California credentials
- Proof of Education (copy of diploma or transcripts)

**Transcripts required prior to contract offer.**

**Submit to:**

Olivia Hershey  
Assistant Superintendent  
Human Resources  
25634 Alessandro Boulevard  
Moreno Valley, CA 92553

Non-Discrimination Policy

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or Vietnam era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated. It shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination and sexual harassment are available through the Human Resources Division.

(BP 4030, BP 0410a, BP4119.11)

## COORDINATOR - Categorical Programs

**Application Deadline:** July 28, 2008  
**Salary Range:** \$100,416 - \$122,057  
**Workdays:** 225 Days  
**Fringe Benefits:** Medical, Dental, and Employee Life Insurance  
**Tentative Interview Date:** August 5, 2008

#### DEFINITION

Under direction of the Director of Program Improvement, applies for, supervises, monitors and evaluates state and federal programs and district projects as appropriate. Supervises programs of: Title 1, Part A; School and Library Improvement Grant; Categorical Program Monitoring (CPM); Other Related Projects.

#### RESPONSIBILITIES

- Prepares applications and grants for state and federally funded programs.
- Allocates funds to appropriate school sites based on state and federal guide-lines.
- Assists schools in developing, modifying and evaluating all aspects of state and federal programs.
- Assists schools in developing, modifying and evaluating school plans.
- Supervises, approves and monitors site level expenditures.
- Provides oversight of School Choice and Supplemental Instructional Service programs.
- Prepares reports required by state and federally funded programs.
- Develops, modifies, monitors and evaluates Title I, SLIP and GATE policies, procedures and requirements.
- Organizes and supervises staff development activities for Title I, SLIP and GATE Facilitators and liaisons.
- Determines staffing of GATE after school VAPA program based on student need.
- Organizes and supervises GATE, VAPA auditions and after school program.
- Trains staff to act as reviewers for Categorical Program Monitoring (CPM) Review. Schedules and coordinates Categorical Program Monitoring (CPM) Reviews.
- Assists both categorical and non-categorical schools in WASC accreditation and preparation for Categorical Program Monitoring (CPM) Reviews.
- Organizes and monitors state and federally funded programs for quality and compliance, including requirements of No Child Left Behind implementation.
- Conducts district level parent committees related to assignments.
- Organizes and facilitates task force committees as appropriate.
- Assists in hiring, supervising and evaluating district and site level staff as appropriate.
- Attends county, state and federal in-services and disseminates information to school sites and personnel.
- Participates as a member of Instructional Services team for problem solving and coordination of K-12 instructional programs, policies and services.

#### QUALIFICATIONS

**Knowledge of:** Program development processes, purpose and implementation of categorical programs; problem solving processes and techniques; budget development and monitoring; philosophical, educational and legal aspects of public education; modern management organization and coordination processes, techniques, and procedures for curriculum implementation, instructional program delivery systems, staff development techniques, and implementation strategies; program audit, assessment, and evaluation processes.

**Ability to:** Provide support, assistance, and expertise in resolving problems pertaining to curriculum, instruction, and a variety of related areas; communicate effectively in oral and written form; communicate effectively with parents including non-English speaking parents; establish and maintain effective organizational, community, and public relationships; develop, utilize, and implement a team concept in the decision-making process; and provide staff development in-service workshops.

**Experience:** Experience in organizing, monitoring, and evaluating educational programs. Experience in supervising and providing assistance to personnel. A minimum of five years of teaching or related certificated experience with some leadership experience in state and federal programs at the school site or district level.

**Education:** Completion of a Master's or higher degree from an accredited college or university in a field related to the above-stated responsibilities.

**Credentials:** Must possess a valid California Administrative Credential and a valid California Teaching Credential.