

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 645  
EXEMPT

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### PROGRAM COORDINATOR – TEACHER RESIDENCY

#### **BASIC FUNCTION:**

Under the direction of the Director, K-12 Support Programs, plan, organize, coordinate, and implement the operations and activities of the Teacher Residency Program; enhance the educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS) in assigned area; expand dual enrollment classes in high school settings; expand programs and services for underserved and underrepresented populations; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Assist and support resident recruitment efforts of dual enrollment high school teachers; monitor admissions processes.
- Assist in coordinating activities designed to enhance residency program including, but not limited to, meetings, long and short-term projects, committees, special events and a variety of special projects.
- Assist with course scheduling recommendations for faculty load and university instructional coach placement.
- Assist with evaluating budgetary and financial data to ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned; analyze expenditures and allocate resources in a manner that provides students with equitable access to programs, services, support, and opportunities for success and promotes equity and inclusion.
- Assist with program-level data collection and utilize data for performance measurement and evaluation and for continuous program improvement and impact; routinely assess data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning and resource development decisions.
- Assist in the development and implementation of policies and strategies to promote equity in county programs and activities; identify institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.
- Act as a liaison between residency partners, stakeholders, leadership, faculty, counselors and staff to ensure program alignment, promote programs, functions, activities, goals, and objectives.
- Communicate and liaise with FCSS administrators, personnel, governmental agencies, outside organizations and the public to develop, enhance, improve, and facilitate the use and efficacy of K-16 Collaborative/Residency Partnership, exchange information, and resolve issues or concerns.
- Communicate with stakeholders the program requirements, program expectations of residents, mentors and coaches and program impact through data collection and analysis.
- Coordinate special events and services, as assigned.
- Collaborate with university faculty and district partners to deliver curricula and/or professional learning aligned with the mission and vision of the residency partnership; coordinate professional development and curriculum alignment.
- Collaborate with internal and external partners to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations.

- Conduct program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators.
- Create and enhance connectivity with K-12, California Community Colleges, four-year universities, D.R.I.V.E. (Developing the Region's Inclusive and Vibrant Economy) Initiative and other Chief Business Office efforts in outreach efforts for equity and outreach.
- Coordinate employer partnerships, including but not limited to, work-study and internship programs.
- Develop a marketing, outreach, and communications strategy to build awareness of and support for the residency program.
- Develop relationships with residents and mentor teachers; facilitate collaboration between resident and mentors; support residents in navigating program logistic and expectations.
- Maintain current lists of dual enrollment classes offered at high schools in Fresno County, including charter and faith-based schools.
- Maintain professional competencies/knowledge in job related areas and information about changing trends in educational residency programs.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs; assist in the development and implementation of programs, functions, policies and procedures to enhance educational opportunities for students.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Prepare reports necessary for K-16 Collaborative and grant management.
- Plan, organize, coordinate, and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; ensure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Support and monitor high school teachers (in cohorts) as assigned, including National University Master's in English and Fresno Pacific University Master's in Mathematics programs.
- Support the development of high-quality, well-prepared teachers; design, develop and implement residency programs; aid in facilitating the Rural Residency Program.
- Support the development of teacher pathways in a single integrated collaborative by incorporating dual enrollment (high school teacher pipeline), year-round operations (summer programs), and systems of support (academic, student and community support).
- Support K-16 pathway in developing a diverse teacher recruitment effort and support services in conjunction with local higher education institutions.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic budget preparation and control.
- Research methods and report writing techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Meet schedules and timelines.
- Plan and organize work.
- Coordinate communications, information, personnel and resources to ensure smooth and efficient activities within job assignment and/or assigned program.
- Monitor and assess operations and activities of the assigned residency program for educational effectiveness and operational efficiency.
- Analyze and evaluate situations accurately and adopt an effective course of action; effective problem-solving skills.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- Bachelor's degree.
- Master's degree in Education Administration or related field preferred.

**EXPERIENCE:**

- Four years of increasing responsible experience in an educational setting.
- Experience leading and working within a K-16 collaborative/residency partnership preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job*

*elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 11/03/2020

Revised: 07/07/2021