

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## TEMPORARY CERTIFICATED POSITION

JCN: 9233  
EXEMPT

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### ACADEMIC INTERVENTION III – CAREER TECHNICAL EDUCATION CHARTER (CTEC) HIGH SCHOOL

#### **BASIC FUNCTION:**

Under the direction of the Director, Career Technical Education Charter (CTEC) High School and assigned supervisor, plan, organize, coordinate, implement specialized instruction and related services for students attending CTEC High School; track student learning and academic performance in assigned content area; conduct academic intervention program and activities in the best interest of the student.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Adhere to instructional programming, curriculum, schedules, policies, and procedures as determined by the Office of the Fresno County Superintendent of Schools (FCSS).
- Assess students' academic needs and proficiency; assist students in setting and achieving goals and objectives; connect students to appropriate resources; provide ongoing support, as needed.
- Assist in the identification of at-risk students.
- Coordinate with CTEC High School program administration and staff to provide innovative programs that help students succeed.
- Coordinate and implement education programs for parents and guardians; encourage parents and guardians' involvement with student's education, progress, and achievement.
- Coordinate with CTEC High School site administration to implement strategic instructional plans; coordinate and instruct groups of students using a variety of supplemental strategies and services.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Continuously monitor the instructional element of the school site's curriculum plan and coordinate academic support to maximize learning opportunities for students.
- Develop and conduct academic support plans and activities that reinforce and complement CTEC High School's instructional program based on student's academic needs.
- Develop and prioritize long and short-term goals and objectives to maximize student learning and engagement.
- Exhibit professionally appropriate interpersonal skills including, but not limited to, tact, patience, flexibility, and courtesy.
- Facilitate communication and participation among school personnel, community agencies and businesses.
- Monitor student progress and inform parents, teachers, and administrators of this progress.
- Provide standards-based academic intervention for individual or small groups of students; provide coaching and modeling to students; design standards-based lessons aligned with content area.
- Support and promote the educational process and curriculum, directly benefiting CTEC High School students.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- 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 assigned supervisor and team members to ensure the effective and efficient operation of the assigned program.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Intervention skills.
- Subjects taught at CTEC High School, including English, Social Studies, Math, and Career Technical Education classes.
- Strategies and techniques to foster self-esteem and facilitate problem solving.
- Work with students toward the goal of increasing student achievement and progress.
- As specified in applicable CTEC High School Teacher job description.

**EDUCATION:**

- As specified in applicable CTEC High School Teacher job description.

**EXPERIENCE:**

- Three years' experience working with students preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Employed and assigned to a full-time CTEC High School Teacher position.
- As specified in applicable CTEC High School Teacher job description.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom, innovation center, multi-purpose room and/or playground 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: 08/10/2022