FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
CERTIFICATED MANAGEMENT POSITION  

ADMINISTRATOR - EDUCATIONAL LEADERSHIP AND DEVELOPMENT

BASIC FUNCTION:
Under the direction of the County Superintendent, administer, control and direct the programs and activities of the Educational Leadership and Development Division, including personnel, budget, curriculum, grants, and interagency collaboration; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Direct and oversee all programs and activities within the Educational Leadership and Development (ELD) Division.
• Collaborate and coordinate communications with a wide variety of administrators, county office personnel, school district representatives and outside agencies to ensure smooth and efficient service levels of ELD Division program and activities.
• Develop and implement systems, policies, standards and procedures of all ELD programs, in compliance with federal, state and local laws, rules and regulations.
• Develop clear annual budgets for all ELD programs; organize, manage and plan all activities of the annual budgets; analyze and review budgetary information and financial data; monitor and authorize expenditures in accordance with established limitations and guidelines.
• Direct and collaborate with a variety of outside organizations including and not limited to Fresno County Local Child Care Planning Council, and Fresno County First 5, establishing and implementing goals and objectives; work toward program expansion and development relating to early childhood education.
• Direct and coordinate effective communications with administration, county office personnel and outside agencies including families, childcare providers, organizations and school districts.
• Direct, organize, manage and plan the preparation and maintenance of various narrative and statistical reports, records and files related to personnel and assigned activities; prepare reports and documentation related to ELD program as needed.
• Establish current and long-range objectives, plans and policies subject to approval, for the purpose of staying in compliance with current laws, regulations, codes, policies and procedures utilizing evidence based and emerging best practices.
• Oversee the administration, strategic planning, fundraising, marketing, fiscal integrity and community outreach for the agency non-profit; responsible for communicating effectively with the non-profit Board of Directors; support and guide the organization’s mission as defined by the County Superintendent and Board of Directors for agency non-profit.
• Provide administrative leadership, organization, and supervision for ELD Division. Represent County Superintendent at a variety of functions and activities for the enhancement of the county office and non-profit’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.
• Serve as a member of the Superintendent’s Cabinet.
• 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 assure accuracy and completeness; provide input concerning employee
interviews and evaluations as requested.
• Collaborate with assigned directors, and administrators who plan courses of study to be used
in California public and/or charter schools, and/or research connected with the evaluation or
efficiency of the instructional program; assure effective communication and operation of the
programs; assist in the formulation and development of policies and procedures.
• Coordinate with school administrators in planning and developing school activities related to,
and an extension of, the instructional and guidance program of the school.
• Examine, select and provide in-service training of teachers, principals, or other similar
personnel involved in instructional programs.
• 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 with assigned supervisor and team members to assure the effective and
efficient operation of the assigned program.

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.

KNOWLEDGE OF:
• Budgeting and financial record keeping practices.
• Educational programs, services, standards, requirements and procedures related to assigned
programs.
• Effective professional development models.
• Non-profits, fundraising and community outreach tactics.
• Public speaking and relations techniques.
• Research methods, report writing and record keeping practices.
• Standards of training and providing work direction.
• 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:
Develop and maintain appropriate systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- 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 preferred.

EXPERIENCE:
- Six years administrative experience working in Education, Child Development or related field.

LICENSURE AND OTHER REQUIREMENTS:
- Valid California Teaching Credential.
- Valid California Administrative Services Credential.
- 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, pull, push 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:
Revised: July 1, 2018