

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 122
EXEMPT

ASSISTANT SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Deputy Superintendent of Educational Services, plan, design, organize, control, monitor and direct the activities and operations of assigned departments within the Educational Program Services Division and initiatives of the County Superintendent; formulate and develop instructional and accountability systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations for assigned departments; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise and consult personnel and various stakeholders on requirements and updates in relation to Every Student Succeeds Act (ESSA).
- Confer with division staff and management personnel to identify and resolve problems, conflicts and controversies for students, parents and personnel.
- Develop policy recommendations pertaining to assigned areas of service.
- Direct program services, work plans, funding, financial record keeping, staff development and other activities as required to meet program needs; ensure activities comply with established policies, procedures, ordinances, rules and regulations.
- Direct the development of technical assistance to school districts for accountability, student achievement, data analysis, school climate, suspension and expulsions and other school district programs represented in the CA Dashboard and District LCAPs; collaborate with the Director of LCAP and Compliance on the requirements of school district LCAPs; provide support in working with school districts to complete an approvable LCAP and assist in LCAP reviews.
- Direct the implementation of superintendent policies and priorities relating to assigned division and departments.
- Ensure the delivery of high quality support services to school districts, schools, school-site leaders, staff, parents, and community members; develop partnerships with business and community partners.
- Oversee the advanced or specialized training in the services delivered by assigned departments within Educational Program Services division; oversee overall functions of assigned departments through subordinate management and supervisory personnel.
- Oversee the determination of resource allocation and levels of service according to established policies.
- Provide technical and instructional support to assigned programs; help increase student achievement of English Language Learners (ELL) and support ELL programs in assigned departments, including classroom visitations.
- Provide leadership to ensure County Superintendent goals, beliefs and policies are clearly communicated and implemented.
- Provide technical expertise to other cabinet members, administrators, staff, outside organizations and others concerning program operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related goals, objectives, laws, codes, regulations, policies and procedures.
- Represent the county office at various meetings with federal, state, regional and local officials regarding current and future policy and procedural aspects of the services, programs, and functions assigned.

- Serve as a member of the County Superintendent's Executive Cabinet and Full Cabinet.
- Support administrators and school site leaders by providing accurate and timely information regarding state and federal legislation.
- 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 as requested.
- Collaborate with assigned supervisor, administrators, directors, and coordinators, 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; ensure 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 for 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 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:

- Fiscal procedures, policies and methods of a school district.
- Legal mandates, regulations, and guidelines pertinent to administer a comprehensive instructional program throughout the county office.
- Principles of management and supervision.
- Principles, trends, methods, strategies, and procedures pertaining to instructional services and staff development systems and programs.

- 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 areas.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate and direct communications, information and staff to meet county office instructional program needs and ensure smooth and efficient division and department activities.
- Maintain records and prepare and analyze complex reports.
- Meet schedules and timelines.
- Provide leadership, plan, organize and direct the service and staff functions of a large, complex educationally-oriented service organization.
- Review and participate in program evaluations and monitor reports pertaining to instructional services in assigned division and departments.
- 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 in Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Six years administrative experience managing educational programs and functions.

LICENSURE AND OTHER REQUIREMENTS:

- 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, 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: August 15, 2017

Revised: July 1, 2018