ASSOCIATE DIRECTOR – MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of the Executive Director of Migrant Education, organize and direct Migrant Education programs for the Office of the Fresno County Superintendent of Schools (FCSS); coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations; coordinate and provide services the school districts; create, translate oral and written program communications in English and Spanish; supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

• Analyze and review budgetary and financial data for Migrant Education; review and authorize expenditures in accordance with established limitations; oversee the annual funding and budget for the Migrant Education Early Education Program, Prop 10 and Child Care programs.

• Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the Latino Educational Issues Round Table, El Concilio Group, Human Resources Consortium, California State University and other external agencies to coordinate program implementation; maintain communications and organization with a variety of county office and school district departments to ensure efficient and accurate program objectives.

• Coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations.

• Create in English and Spanish compelling, grammatically and structurally refined and stylistically diverse written documents to convey policies, regulations and state/federal laws to personnel at all levels of organizational hierarchy, organization’s stakeholders and the public, involving frequently unique, sensitive and complex contexts.

• Monitor program activities at district locations; assist department personnel with the preparation and maintenance of correspondence and reports relating to program activities including Memorandums of Understanding; provide assistance as required at individual locations; ensure smooth and efficient district program activities.

• Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversee and approve purchase orders and outgoing correspondence; prepare service agreements, financial reports, student data reports including attendance, certificates of eligibility, and other records and reports as assigned.

• Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; participate in the planning and coordination of program enhancement activities including but not limited to workshops, forums, seminars and a variety of other activities.

• Plan, organize, and supervise activities for Migrant Education programs; assist with the development and implementation of program policies, rules and regulations; coordinate the development of policies and procedures with regional representatives including coordinators, fiscal analysts and others as appropriate; ensure compliance with county office, state and federal rules, regulations, policies and procedures.

• Provide technical expertise, information and assistance to county office and district personnel,
various committee representatives and the Executive Senior Director, of Migrant Education regarding assigned functions.

- Serve as county office and program representative on a variety of committees and boards; the National Migrant Identification and Recruitment Committee and Conference, education panels and other public informational sessions; provide program information to Teachers of Tomorrow, Cal State programs and other resources as needed.

- Translate communications between program personnel, students, parents, outside agencies and the public in designated second language; attend and translate communications for various meetings, conferences and special events as assigned; prepare materials and facilities for meetings; take, transcribe and translate communications.

- 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, 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; 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 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.

- Read, speak, translate and/or write in a designated second language.

- 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:

- Budget preparation and control.
- Correct oral and written usage of English and a designated second language.
- County office and district program compliance issues, regulations and procedures.
- Methods, practices, terminology and procedures used in the administration of migrant education services and the promotion of education for children of all ages.
- Planning, organization, control and direction of operations and activities of the Migrant Education program.
- Principles and practices of administration, supervision and training.
- Public relations and speaking techniques.
- Record-keeping and report preparation techniques.
- Teacher and Support Staff Professional Development
- 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:

- Attend the state training for Migrant Education programs and oversee the implementation of applicable procedures in program personnel and departments.
- Coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Meet schedules and time lines.
- Monitor program activities at various district locations.
- Plan and organize work.
- Plan, organize, control and direct operations and activities of the Migrant Education.
- Prepare comprehensive narrative and statistical reports.
- Provide technical expertise, information and assistance to county office and district personnel, various committee representatives and the Deputy Superintendent regarding assigned functions.
- Translate oral and written communications in designated second language.
- 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 in program administration or related field preferred.

EXPERIENCE:
• Five years increasingly responsible experience in Migrant Education.

LICENSES AND OTHER REQUIREMENTS:
• Valid California Teaching Credential.
• Valid 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.
• Read, speak, translate and/or write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings

PHYSICAL DEMANDS:
Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; 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.

APPROVED:
Effective: August 1, 2009
Revised: July 1, 2018