

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 124  
EXEMPT

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### ASSOCIATE DIRECTOR – STATE AND FEDERAL COMPLIANCE AND SUPPORT

#### **BASIC FUNCTION:**

Under the direction of the Director of Local Control Accountability Plan (LCAP) and Compliance, serve as a facilitator of the LCAP, Federal Program Monitoring (FPM), state and federal programs, including application for funds, use of funds, and program compliance, state data collection systems and other activities as assigned; provide technical information and assistance to the Director, LCAP in the planning, development and assessment of assigned operations and activities of the Fresno County Superintendent of Schools (FCSS).

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Coordinate and support identified Differentiated Assistance (DA) Districts, Comprehensive Support and Improvement (CSI) and/or Charter Schools in understanding and meeting program requirements.
- Establish and maintain collaborative and cooperative relationships and communications with district superintendents, administrators, directors of categorical programs, and other personnel assigned to the LCAP, state & federal programs, and FPM processes.
- Facilitate the writing of the LCAP(s) and/or Action Plan(s) for school improvement applying research and strategies; provide technical assistance and participate in the approval process of the LCAP in identified Fresno county school districts; provide consultation and technical assistance in district LCAP development; collaborate, consult with and provide technical support to individual district administrative teams, as requested and/or required.
- Participate in the development, implementation and evaluation of the assigned state & federal program; prepare, develop and distribute related training, support and informational materials as necessary.
- Plan, organize, coordinate and implement the operations and activities of the FCSS LCAP and Compliance and ensure that the instructional programs comply with established standards, requirements, laws, codes, rules, regulations, OMB Uniform Guidance, policies and procedures.
- Provide technical assistance to Fresno County Districts and FCSS departments regarding any requirements and/or updates on Federal and/or State program activities including the training, scheduling, preparation of evidence and reporting.
- Develop and provide technical support to districts or schools in Fresno County around the collection and use of state, district and school level data using state data collection tools such as CALPADS and the California School Dashboard.
- Receive and respond to input concerning related needs; provide leadership in working with staff, school districts and other outside agencies.
- Research and compile, assemble and evaluate a variety of technical information related to assigned program which serve to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to assigned program.
- Serve as a technical resource to analyze various school and district or charter data to identify strengths; promote, coordinate, disseminate and otherwise manage assigned program(s) that comply with established Federal and State laws, standards, requirements, educational practices, rules, regulations, policies and procedures.

- 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.
- 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:**

- Drive a vehicle to conduct work, using own transportation.
- May be required to work a flexible schedule to attend evening and/or weekend meeting, workshops, trainings and/or conferences.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Cultural diversity and socio-economic differences and impact on families.
- Program interpretation and application in the assigned program.
- FPM legislation, LCAP legislation, Education Code, California Code of Regulations, OMB Guidance, and California Department of Education (CDE) implementation guidelines, CALPADS, California School Dashboard, and other data systems.

- Effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies.
- Effective strategies for improving student achievement in traditional public and/or charter school programs.
- Federal and State Categorical Programs and Local Control Accountability Plan.
- Practices and procedures for team building and staff development activities.
- Record keeping techniques.
- Report writing techniques.
- Presentation Software
- 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:**

- Determine and manage workload priorities and adjust assignment to meet established timelines, and complete assigned duties efficiently, effectively and accurately.
- Maintain records and prepare reports.
- Prepare and deliver oral presentations and trainings or workshops.
- 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 education or related field preferred.

##### **EXPERIENCE:**

- Five years increasingly responsible experience working in Education Administration or field related to assigned program, function or instructional area.
- Working with Federal and State Categorical Programs and Local Control Accountability Plan preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Clear Teaching or Services 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, 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: December 3, 2015

Revised: February 18, 2020