

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 131
RANGE: 137
NON-EXEMPT

BILINGUAL EXPANDED LEARNING PROGRAM – SITE LEAD

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and facilitate specialized activities in support of the Expanded Learning Program at an assigned district location involving frequent public contacts; coordinate and implement various student and family services; assist with student and staff placement and development; and coordinate flow of communications and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with student and staff placement and development; monitor program attendance; ensure student-adult ratios comply with program requirements; coordinate adequate supervision for students as they arrive to and depart from the program; modify available programs and services, as assigned.
- Collaborate with site administrators and other personnel to ensure programs comply with licensing requirements, state and federal laws, rules and regulations.
- Collect and prepare program data and submit for state and federal grant funding; monitor expenditures and attendance earnings to ensure adequate grant funding.
- Communicate with county office personnel, district employees, students, parents and outside agencies to coordinate activities, exchange information and resolve issues or concerns; collaborate with non-profit organizations and vendors, as assigned.
- Compile information, prepare and maintain a variety of records, reports and files related to program functions, students, financial activity, correspondence, purchases, staff and assigned duties
- Compose correspondence independently or from oral instructions; type letters, forms, reports, memoranda, fliers, agenda items, newsletters, bulletins, lists, fliers, notices and other materials from straight copy, rough draft or oral instructions; proofread and verify accuracy of various documents.
- Coordinate and implement various student and family services; assist program administrators in identifying available services for implementation; assess and evaluate program effectiveness and make modifications as needed; provide positive, collaborative public relations.
- Ensure the health and safety of students by following established practices and procedures; provide safety training and guidance in collaboration with assigned supervisor; initiate safety drills for staff assigned to program.
- Develop and maintain schedules and event calendars; arrange program activities and field trips; schedule appointments and conferences as directed.
- Monitor inventory levels of office supplies and equipment; order, receive and maintain inventory of supplies and equipment as directed; prepare and process purchase orders as directed.
- Organize and facilitate specialized activities in support of Expanded Learning Program at assigned district locations involving frequent public contacts; coordinate and implement various student and family services.
- Participate in a variety of Expanded Learning Program attendance activities as assigned; prepare, review and verify accuracy and completeness of employee and student attendance and absence records, reports and lists according to established procedures; notify parents of student absences as assigned.

- Perform a variety of responsible clerical and support services involving frequent public contacts and requiring an understanding of a process or functional area at an assigned school site; assist in ensuring smooth and efficient office operations.
- Prepare and maintain a variety of records and reports related to assigned activities required by state and federal agencies; maintain purchase requests records, school profile reports, attendance records, data collection updates and other related documentation; ensure accuracy of input and output of data.
- Prepare plans and reports for assigned program administrators; review and assist in site budget planning.
- Process a variety of forms and applications in accordance with county office procedures; duplicate and distribute materials as needed.
- Provide instructional leadership to assigned program; develop and review lesson plans; assist site administrators in specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Receive, collect and process monies as assigned; coordinate with site administration for deposit into student body accounts; assist in monitoring and maintaining school site and program budgets as directed; maintain related records.
- 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:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Work a flexible schedule, may include evenings and Saturdays.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Academic standards.
- Operations of assigned state and/or federally funded program.
- Organization of student and family services.
- Record-keeping and report preparation techniques.
- Research and data collection and evaluation methods and procedures.
- Staff development programs and techniques.
- 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:

- Assist with student and staff placement and development.
- Conduct research and compile and verify data.
- Coordinate and implement various student and family services.
- Learn county office organization, operations, policies and objectives.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain records and prepare reports.
- Make routine decisions in accordance with county office and Expanded Learning Program policies and procedures.
- Meet schedules and time lines.
- Organize and facilitate specialized activities in support of the assigned program at assigned district locations.
- Plan and organize work.
- Prioritize and schedule work.
- Understand and follow oral and written instructions.
- Work a flexible schedule in line with the school district calendar and schedule.
- 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.
- 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.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

EXPERIENCE:

- Two years of experience conducting educational program activities.

LICENSES AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in a designated second language.
- 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.
- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Office, classroom, multipurpose room, cafeteria and/or playground environment.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- 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:

November 14, 2017

Revised: July 01, 2020