

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 615  
EXEMPT

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### CONTENT COORDINATOR – ENGLISH LEARNER PROGRAM SUPPORT

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize, coordinate and implement the operations and activities of the English Learner Program Support team to enhance educational effectiveness and efficiency of the Fresno County Superintendent of Schools (FCSS) and its services to school districts; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Communicate with county office administrators, personnel, outside organizations and the public to coordinate activities and programs, exchange information and resolve issues or concerns.
- Contact individuals to promote programs, functions, activities, goals and objectives; coordinate and arrange for advertisements and other publicity, as assigned.
- Coordinate communications, information and resources to ensure smooth and efficient activities of the English Learner Development Program, testing process, training and support; collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special projects.
- Develop and assist school district staff to plan, develop, implement and conduct training sessions and other staff development activities, specifically in the areas of English learner development, effective teaching practices for English learners including modeling English Learners best practices; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Provide for effective implementation of English language development, reading intervention and core curriculum materials for English learners at the elementary and secondary levels.
- Monitor and assess operations and activities for English learner development for educational effectiveness and operational efficiency.
- Visit county office sites to monitor activities and assist personnel; plan, organize, coordinate and implement the operations and activities of an assigned program, respond to inquiries and provide detailed and technical information concerning related function or instructional area to enhance educational effectiveness and efficiency of the county office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; formative and summative assessment techniques for English Learners; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.

- 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.
- 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 as 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:

- 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:

- Basic budget preparation and control.
- California state frameworks, content standards and English language development standards.
- Curriculum interpretation and application in assigned program or instructional area.
- Local, state and federal standards and requirements concerning assigned program, function or instructional area.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.

- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping techniques.
- Research methods and report writing 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:**

- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.
- 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:**

- Four years increasingly responsible experience working in the field related to assigned program, function or instructional area.
- English language development (ELD), lesson modeling, ELD reading intervention programs, educational environments, blending theory and practice experience preferred.
- Workshop, training and/or staff development facilitator preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid Teaching and/or Services Credential.
- Valid California English Learner Authorization.
- Valid California Administrative Services Credential is preferred.
- 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:**

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bend at the waist, kneel or crouch; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hear 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.
- Sit, stand and/or walk for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- 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: July 1, 2019