

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 620
EXEMPT

CONTENT SPECIALIST I – CAREER TECHNICAL EDUCATION CHARTER HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Director, Career Technical Education Charter (CTEC) High School, plan, develop and implement activities, special projects and events for CTEC High School, to enhance the educational effectiveness and efficiency of the program; provide content specific assistance, coaching and professional learning as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with the planning, development and implementation of professional learning activities as assigned; prepare and deliver oral presentations, prepare, develop and provide related professional learning activities, including coaching, and support materials; assist in coordinating meetings, committees and special events as assigned.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Collaborate with CTEC High School staff and county office leadership to develop special events; schedule and coordinate with classroom use to support academic programming.
- Collaborate with Legal Services to develop Memorandums of Understanding (MOU's) with industry partners to provide workplace classrooms for students; identify internship placement of students.
- Collaborate with teachers to plan, coordinate and implement special events, including but not limited to, Fall and Spring showcases for each grade level, Senior Project showcase, orientation night, and college registration night.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Consult 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.
- Consult with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Coordinate and support advisory boards and committees; provide guidance to Career Technical Education (CTE) Pathways.
- Develop community service opportunities for students within the Fresno County; establish partnerships with non-profits and other organizations to engage students with various activities within the community.
- Develop industry connections for pathway students; work closely with CTEC High School teachers to plan and coordinate guest speakers, industry tours, mentorships, and internship opportunities for students.
- Develop mock interview panels for graduation requirement and class assignments.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- 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.
- Plan, coordinate and implement programs to enhance educational effectiveness and efficiency in schools and/or districts; assist in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all students age 0 to 22 as assigned.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to the specialized content area/programs, functions and instructional areas.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to specialized content area/program, functions, instructional areas, projects, compliance, professional learning, and assigned duties.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information related to specialized content area.
- Serve as a content specialist and provide consultative services and provide detailed and technical information, including but not limited to visiting county office sites to monitor activities and assist personnel; respond to inquiries concerning related functions, curriculum, activities, standards, requirements, time lines, laws, codes, rules, regulations, policies and procedures.
- Serve as a liaison for All 4 Youth Program and other assigned programs; work with All 4 Youth staff, parents and students to support the onboarding of services.
- 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.
- Support staff with new student tours.
- Support students to identify community outreach connections and monitor student volunteer hours towards graduation requirement.
- Support student recruitment and marketing efforts; identify events, secure participation and recruitment materials.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.
- Work with assigned supervisor(s) to develop outreach opportunities; develop workshops to educate parents on various topics; support staff with community outreach events.
- Work with staff to develop itinerary and documentation for field trips to support program and instructional needs.
- Work with the Director, CTEC High School and Guidance Learning Specialist (GLS), to support Restorative Justice Program; identify resources to support students and families with behavioral health; engage students in rehabilitation plans leading to reintegration into the classroom setting.

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:

- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to assigned content area.
- Educational Standards and Assessments required by the State of California.
- Organizational skills which assist in planning and organizing work, maintaining schedules and timelines.
- Principles of effective professional learning and coaching.
- Public speaking techniques.
- Research methods, report writing, and record keeping 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:

- 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:

- Bachelor's degree in Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Three years of increasingly responsible experience working in the specialized content area.
- Teaching experience preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service Credential.
- Valid Clear Administrative Services Credential 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:

- 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.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

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: March 6, 2020

Effective: March 6, 2020