

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 620
EXEMPT

CONTENT SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, develop and implement activities, special projects and events of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; provide content specific assistance, coaching and professional learning to schools and districts within Fresno County.

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.
- Collaborate with and provide direct assistance to schools and/or districts in planning, implementing, coaching and monitoring of assigned programs within a specialized content area.
- Plan, coordinate and implement programs to enhance educational effectiveness and efficiency in Fresno County schools; assist in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all K-12 students.
- 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.
- 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.
- 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.
- 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.
- 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:

- Common Core Standards and Assessments required by the State of California.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to assigned content area.
- Organizational skills which assist in planning and organizing work, maintaining schedules and timelines.
- Principals 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 California 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.
- 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: July 1, 2018