

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 625
EXEMPT

EXECUTIVE DIRECTOR – CAREER TECHNICAL EDUCATION/REGIONAL OCCUPATIONAL PROGRAM

BASIC FUNCTION:

Under the direction of the Deputy Superintendent – Educational Services, plan, organize, control and direct the operations and activities of the Career Technical Education (CTE) and Fresno Regional Occupational Program (ROP) and CalWORKs program including personnel, budget, curriculum, grants, and interagency collaboration; provide administrative leadership; develop, implement, maintain and evaluate programs to ensure student success; implement and evaluate program objectives, goals, policies, and procedures to ensure compliance with state and federal guidelines and regulations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with a variety of administrators and outside agencies to provide career technical education programs and services to enhance the student learning environment.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Coordinate and participate in a variety of meetings; develop monthly meeting agendas; review, edit and approve minutes for meetings; submit curriculum, policy, fiscal, legislative and goal-oriented proposals and revisions to the Coordinators Committee and Advisory Board of Management for approval.
- Develop and prepare the annual preliminary budget for the ROP and CalWORKs programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; develop, prepare and submit the ROP fiscal budget to the Financial Advisory Committee for approval; seek additional funding sources as needed.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepare and oversee enrollment and attendance data; and prepare other records and reports as required.
- Plan, organize and implement long and short-term programs and activities designed to develop ROP and CalWORKs services; develop classroom and follow-up study surveys to monitor the effectiveness of program activities; collaborate with ROP management, District Coordinators and others for program implementation; review and approve a variety of policies and procedures for department implementation.
- Plan, organize, control and direct the operations and activities of ROP and CalWORKs programs to ensure quality program activities and compliance with goals and objectives; develop and review plans and programs to enhance ROP and CalWORKs functions and activities; ensure program compliance with established rules, regulations, policies and procedures.
- Provide administrative leadership, organization, and supervision.
- Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; participate in the development and interpretation of legal documents relevant to the ROP program.
- Serve as liaison between county office personnel, participants, outside organizations, Advisory Board of Management members, District Coordinators, California Association of Regional Occupational Centers and Programs (CAROCP) association and other representatives as required; coordinate programs and services with the Department of Employment and Temporary

Assistance (E&TA) for CalWORKs.

- Serve as a member of the Superintendent's Cabinet.
- Supervise the development, implementation, operation, and accuracy of the student data attendance accounting system; review and approve department purchase requests; review and approve district capital outlay requirements and purchases.
- 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:

- 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:

- Budget preparation and control.
- Collection and control of attendance records for programs and educational activities.
- Curriculum development and implementation for applicable students.

- Public relations techniques.
- Record-keeping and report preparation 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:

- Prepare comprehensive narrative and statistical reports.
- Prepare legal counsel by reviewing by-laws and other policies.
- 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 in Business Administration, Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Five years administrative experience in Education, Career Technical Education, Curriculum and Instruction or related field.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Teaching 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:

- Driving 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