EXECUTIVE DIRECTOR – COURT AND COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of the Deputy Superintendent – Educational Services, plan, organize, control and direct the operations and activities of Court and Community School program administration 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:

• Communicate with a variety of administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; coordinate activities with county office personnel including human resources, special education, CTE/ROP, finance, curriculum and instruction, pupil personnel and behavioral health services and others to ensure appropriate program implementation.
• Coordinate communications and information to ensure appropriate program personnel, funding and organization; coordinate and attend a variety of panels, meetings and councils to discuss issues and plan department operations; conduct focus group, Parent Teacher Association (PTA), management, leadership and administrative team meetings.
• Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; maintain attendance and grant information, focus group minutes, report cards, state mandates, and various correspondence.
• Participate in the development and preparation of the annual preliminary budget for Court and Community School programs; analyze and review budgetary and financial data; coordinate grant funding needs and information; control and authorize expenditures in accordance with established limitations.
• Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; collaborate with law enforcement, probation department, County government and the Superior Court to plan juvenile and corrective program activities and to ensure accuracy of current practices.
• Plan, organize, control and direct the programs and activities of Court and Community School program administration including personnel, budget, curriculum, grants and interagency collaboration; develop and review plans and programs to enhance school functions and activities; ensure activities comply with established rules, regulations, policies and procedures.
• Provide technical expertise, information and assistance to department personnel, instructors, law enforcement and the Deputy Superintendent regarding assigned functions; coordinate information and make decisions regarding personnel, curriculum, grant and budgetary issues; assist in the formulation and development of policies, procedures and programs.
• Serve as a member of the Superintendent’s Cabinet.
• 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 and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Budget preparation and control.

• Collection and control of attendance records for juvenile programs.

• Curriculum development and implementation for Court and Community School programs.

• Public relations techniques.

• Record-keeping and report preparation techniques.

• State, local and regional resources.

• 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:
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports.
- 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 Education or related field.
- Master’s degree preferred.

EXPERIENCE:
- Five years administrative experience working in Education, Alternative Education or field related to Court & Community school administration.

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