

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 625
EXEMPT

EXECUTIVE DIRECTOR – MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, plan, organize, control and direct the operations and activities of the Migrant Education 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 and communicate with a variety of administrators, personnel, outside agencies and school districts to coordinate programs, activities and to exchange information; ensure service levels of the Migrant Education Program Division meet the needs of Migrant students and families.
- Coordinate communications between county office personnel, district representatives and outside organizations to ensure smooth and efficient program activities.
- Develop and implement systems, policies, standards and procedures of the Migrant Education program in compliance with a variety of Federal, State and local laws, rules and regulations.
- Develop, organize, prepare and plan all funding and budget activities of the Migrant Education program including, but not limited to, review and preparation of the annual preliminary budget; authorize approved expenditures; administer the preparation and maintenance of various narrative and statistical reports, records and files; review related budgetary and financial data and ensure expenditures are in accordance with established limitations; develop, review and approve grant coordination as required.
- Plan, organize, and implement long and short-term supplemental programs and activities designed to serve Migrant students and their families; develop assessment methods or systems to monitor the effectiveness of supplemental programs and activities; ensure activities comply with established rules, regulation, policies and procedures.
- Provide administrative leadership, organization, and supervision.
- 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.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area; including California Department of Education, Migrant Education Office, district stakeholders, Migrant Regional Directors, and other agencies or representatives as required.
- Serve as a technical resource concerning assigned program, function or instructional area; participate in the development and interpretation of legal documents relevant to the Migrant Education program.
- 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 OF:

- Budgeting and financial record keeping practices.
- Educational programs, services, standards, requirements and procedures related to Migrant Education; elementary and secondary standards; bilingual/bicultural education; student transitions within the public education system.
- Effective professional development models.
- Public speaking and relations techniques.
- Research methods, report writing and record keeping practices.
- Standards of training and providing work direction.
- 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.
- 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, Child Development or field related to Migrant Education.

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.
- Read, speak, translate and/or write in a designated second language.

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 principal 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