

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR – CYBER HIGH

BASIC FUNCTION:

Under the direction of the Director, Cyber High, plan, organize, coordinate and implement the operations and activities of Cyber High Program including but not limited to digital curriculum development, management of the proprietary Cyber High delivery system, enhancement of the educational effectiveness and efficiency of the county office; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in ensuring department activities comply with established California State Curriculum Standards and State and Federal initiatives governing the academic and digital education of students.
- Communicate and liaise with FCSS administrators, personnel, governmental agencies, outside organizations and the public to develop, enhance, improve, and facilitate the use and efficacy of Cyber High, exchange information, and resolve issues or concerns.
- Identify instructional program needs related to both Cyber High curriculum and the proprietary Cyber High delivery system; plan, coordinate, and manage the production, quality, and maintenance of curriculum, systems, and the digital educational product.
- Initiate, compose, and prepare agreements and contracts in the areas of curriculum design and technical development for independent contractors in coordination with FCSS Legal Department.
- Maintain professional competencies/knowledge in job related areas and information about changing trends in educational technology.
- Manage the Agile software development process through collaborative effort with the Development team; lead, approve, supervise, and facilitate development sprints and Cyber High's software engineering team.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs; assist in the development and implementation of programs, functions, policies and procedures to enhance educational opportunities for students.
- Operate in a highly technological environment utilizing equipment and assigned software developed by the private sector as well as locally produced.
- Plan, organize, and manage the development, production, implementation, efficiency, and efficacy of the Cyber High curriculum and delivery system; coordinate communications, information, and resources to ensure smooth and efficient activities of assigned areas.
- Provide technical information and assistance to the Director - Cyber High regarding needs, issues, and progress related to assigned program, function, or instructional area.
- Recognize trends in instructional design and educational technology and find ways to implement those trends into Cyber High's curriculum and delivery platform.
- Serve as a technical resource concerning assigned program, function, or instructional area; visit districts or Migrant regions to assist personnel as assigned; respond to inquiries and provide information concerning related functions, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures.
- Understand how trends in educational technology and digital applications are used in online

curriculum and create opportunities for elements including, but not limited to, active learning, adaptive assessments, ways of addressing various learning modalities, and personalized learning.

- Assist with evaluating budgetary and financial data and assure expenditures are in accordance with established limitations; review and evaluate budgetary data in curriculum and development; assist with grant coordination and preparation as assigned.
- Plan, organize, coordinate and implement the operations and activities related to curriculum and technology to enhance administrative, faculty, and staff understanding of educational practices, curriculum standards, guidelines and requirements related to an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to program(s), functions, instructional areas, projects, budgets, financial activity, compliance, personnel, staff development, work plans, and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- 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.
- 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:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County for meetings as necessary.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Agile software development, project management practices and procedures.
- Basic budget preparation and control.
- Curriculum interpretation and application in assigned program or instructional area, as well as the theoretical and philosophical applications of California state content-area standards, Common Core State Standards, NGSS, etc.
- Cyber High program and curriculum and technological system requirements, processes, and procedures.
- Educational electronic delivery platforms like Cyber High that provide digital curriculum to schools and districts.
- Management theories concerning staff participation in the decision making process.
- Basic understanding of network structures and configurations, hardware and software applications, and basic database structure and management.
- Practices, procedures, and techniques related to professional development and necessary training of staff.
- Research methods, report writing techniques, electronic record-keeping, and file libraries.
- Technology trends and advancements including, but not limited to, how those trends affect educational policies, services, curriculum, and systems operations.
- 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:

- Consider and understand diverse student populations to assist in meeting the needs of the students utilizing Cyber High.
- Monitor and assess operations and activities of assigned program, function, or instructional area for educational effectiveness and operational efficiency.
- Plan, coordinate, and supervise operations and resources to enhance administrative and staff understanding of educational practices, curriculum and program standards, guidelines, and requirements.
- Plan, coordinate, organize, and supervise various types of curriculum and technological development projects occurring simultaneously.
- Plan, organize, coordinate, and implement a variety operations and activities of an assigned program, function, or instructional area simultaneously and efficiently.
- Propose new and creative ways to approach instructional design using knowledge of modern technological applications, active learning, and other various pedagogical methods in the area of educational technology that can be used to enhance the Cyber High curriculum and delivery system.
- Serve as a liaison between the Cyber High Director, County administrators and personnel, outside organizations, and the public concerning assigned area.
- Serve as a technical resource to inform the Director of current trends in educational technology and help coordinate the acquisition of modern equipment to accommodate increasing numbers of student participation.
- Work collaboratively within an Agile development environment.

- Work directly with the Cyber High’s programmers and the Internet Services and Technology department to assure the integrity of the hardware and software required to deliver curriculum via the Internet.
- 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.
- Master’s degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience developing, writing, or coordinating the development of digital high school level curriculum.
- Experience leading and working within a collaborative technical environment typical of an Agile style of project management preferred.
- Extensive knowledge of educational technology and instructional design methodologies preferred.

LICENSURE AND OTHER REQUIREMENTS:

- 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