

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 645  
EXEMPT

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### PROGRAM COORDINATOR – SAFE & HEALTHY KIDS

#### **BASIC FUNCTION:**

Under the direction of the Senior Director, Safe & Healthy Kids, plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; formulate and develop systems, policies, standards and procedures in compliance with a variety of Federal, State and local laws, rules and regulations; serve as a technical resource and provide training concerning assigned program; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Establish time lines and priorities for processing projects; ensure mandated reports are completed and distributed to appropriate educational and governmental agencies or personnel according to established timelines and procedures; collect and prepare program data and submit for state and federal grant funding; monitor expenditures and attendance earnings to ensure adequate grant funding.
- Select, collect, prepare, classify, demonstrate or evaluate instructional materials of any course of study for use in the development of the instructional program in California public schools, or other services related to school curriculum.
- Assist with evaluating budgetary and financial data and assure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Plan, organize, coordinate and implement the operations and activities of 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 programs, functions, instructional areas, projects, compliance, staff development and assigned duties as required by state, federal and local agencies.
- 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:

- 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:

- Bargaining Unit Contracts.
- Operations of assigned state and/or federally funded program.
- Organization of student and family services.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or in-service training activities.
- Public speaking techniques.
- Research methods, report writing and record keeping techniques.
- Staff development programs and 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:

- Assist with student and staff placement and development.
- Meet schedules and time lines.
- Perform specialized activities in support of the assigned program at assigned District locations.
- Plan, develop, implement and conduct training sessions and other staff development activities.
- Plan, evaluate, organize, coordinate, implement and supervise the operations and activities of assigned program and function for educational effectiveness and efficiency of the County Office.

- Prepare, maintain and develop appropriate systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Serve as a technical resource concerning assigned programs.
- 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 providing educational program supervision.
- Experience providing oversight of instruction, program development and staffing 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