

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 650  
EXEMPT

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### PROGRAM SPECIALIST – STUDENT INTERVENTION AND PREVENTION

#### **BASIC FUNCTION:**

Under the direction of the Director – Student Intervention and Prevention, 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 Office of the Fresno County Superintendent of Schools (FCSS).

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist the Director with communications with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information as assigned and collaborate with legal agencies to ensure program compliance.
- Assist the Director to provide direct supplemental service(s) for the purpose of meeting the academic needs of students; analyze data, research best practices and plan strategies to effect changes in district practices, as assigned; in collaboration with other district staff build infrastructure to support these changes in practice at school site; coordinate and conduct a variety of special projects.
- Assist with the planning, development, implementation, on-going training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Assist with staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Assist the Director to provide direct supplemental service for the purpose of meeting the academic needs of students identified as high-need and/or struggling learners.
- Communicate and consult with FCSS and/or school district staff, administrators, counselors, health services providers, and other human services professionals for the purpose of coordinating available information and services available to all students; communicate with students and parents/guardians to assess, prioritize and plan for individual needs to support academic success.
- Collaborate with Director, FCSS' Communications & Public Relations Officer, staff and stakeholders to coordinate and arrange for advertisements and other publicity as assigned.
- Collaborate with administrators, personnel and outside agencies to review and access academic and/or school records to determine interventions and support.
- Develop systems to improve student's Emotional Intelligence (EI), where the focus is a sense of purpose, belonging, persistence, and resilience as assigned.
- Engage school communities, including but not limited to, business owners, administrators, personnel, outside agencies, parents/guardians and other students to promote student intervention and prevention programs within Fresno County.
- Monitor student progress, program effectiveness and participate in student assessments. .
- Provide technical information and assistance to the Director regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Visit FCSS Programs and/or school district sites to monitor activities and assist personnel;

respond to inquiries and provide detailed and technical information concerning related functions, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures.

- 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:

- Basic budget preparation and control.
- California Healthy Youth Act 2016.
- Culturally responsive practices.
- Curriculum interpretation and application in assigned program or instructional area.
- Effective mediation techniques and methodologies.
- Inter-District and Intra-District Transfer protocols.
- Intervention and Prevention programs.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping techniques.
- Research methods and report writing 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:**

- Develop and implement interventions with a variety of student populations.
- Implement the guidelines of the California Healthy Youth Act 2016.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Plan and organize work.
- 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.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- 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 working in field related to assigned program, function or instructional area.

**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; exhibit 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