FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CERTIFICATED MANAGEMENT POSITION

SENIOR DIRECTOR – ACCOUNTABILITY, COMPLIANCE AND GRANTS

BASIC FUNCTION:
Under the direction of the Deputy Superintendent, Educational Services, plan, develop, and lead the activities associated with Fresno County Superintendent of Schools (FCSS) as a district, regarding compliance, accountability, assessment and charters; provide administrative leadership, organization and supervision for assigned departments; implement fiscal and program requirements; oversee FCSS as a district, state and federal requirements; oversee FCSS competitive grants, as assigned; represent the county office as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of applicable policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with the Director of Local Control Accountability Plan (LCAP) and Compliance in support of LCAP data.
- Direct activities regarding the research, compilation, and evaluation of a variety of highly technical information related to assigned area or program.
- Direct the development, implementation and evaluation of program and education documents.
- Direct, organize and plan FCSS district level program, including student data, compliance, and state level testing activities.
- Direct, organize, manage and plan the preparation and maintenance of various narrative and statistical reports, records and files related to personnel and assigned activities; prepare state and federal reports and documentation related to assigned programs.
- Direct state and/or federal data collection efforts and communicate information and activities associated with the state data collection tool; direct data collection throughout Fresno County, as assigned.
- Direct technical assistance and analysis activities on the California Accountability Dashboard to FCSS staff and districts.
- Direct training for administrators and teachers on the California assessment and accountability activities and requirements; interpret test requirements and technical support in the implementation of testing programs.
- Oversee all federal and state competitive grant submissions by the county office.
- Oversee analysis of a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement. Oversee FCSS competitive grants as assigned by the Deputy Superintendent; ensure components of the grant are fiscally sound.
- Provide oversight on state and federally funded competitive grants; ensure reports and financial transactions occur in a timely manner as needed.
- Provide direction for program evaluation activities for internal and external funded projects.
- Oversee the activities related to Differentiated Assistance (DA), Charter Schools, CALPADS, state testing, student information systems, and district compliance; manage and direct program activities including staff supervision, budget development, grant funding, meetings, events and other related activities to ensure accurate reporting and state and federal compliance; monitor activities for compliance with established policies, procedures, rules and regulations.
• Review and approve grant proposals; provide technical assistance with departments on grant development and submissions.
• Seek out grant opportunities aligned with county office goals and objectives.
• 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, coordinators, and assistant 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; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
• 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:
• 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:
• California Dashboard for accountability programs and assessments.
• California’s Systems of Support, including but not limited to Differentiated Assistance, Comprehensive Support and Improvement, and GeoLeads.
• California educational data and educational data systems, including but not limited to California Longitudinal Pupil Achievement Data System, Student Information Systems, Data Management Systems.
• Federal and state grant process, management and oversight.
• Record keeping 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:
• Direct, organize and oversee funded grants that are held by the county office.
• Direct, organize and plan the student assessment programs conducted by the county office.
• Prepare and deliver oral presentations.
• Write, interpret, and evaluate grants applications, program documentation and certification material.
• 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:
• Five years increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSURE AND OTHER REQUIREMENTS:
• Valid California Clear 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:
• 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, 2019