

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR – STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Chief Student Services Officer, develop and integrate comprehensive and effective educational services to provide students and families' access to high quality learning options and activities in support of student achievement for the Office of the Fresno County Superintendent of Schools (FCSS); provide administrative leadership, organization and supervision for multiple assigned programs; implement fiscal and program requirements; coordinate and provide services to schools and districts; collaborate with school district administrative teams to identify goals and develop plans to meet district, state and federal requirements; serve as the liaison to the FCSS Differentiated Assistance team; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with and provide direction to assigned Principals to ensure compliance and alignment with California Education Code, State and Federal laws, policies, functions, goals and objectives.
- Collaborate with the Chief Student Services Officer to plan, organize and evaluate a variety of programs, projects and activities related to the Special Education Department to meet the needs of sites and districts in support of student achievement and outcomes.
- Communicate and collaborate with Local Education Agencies (LEA's), other administrators, personnel and outside agencies, to enhance program operations.
- Coordinate special events as assigned.
- Coordinate, recommend and prepare preliminary annual budgets for job assignment and/or assigned program(s), which may include but not be limited to, monitoring, analysis and review of budgetary and financial data; control and authorization of expenditures in accordance with established policies and procedures; project funding needs for staffing, equipment, materials and other required aspects.
- Coordinate implementation, compliance, and reporting of expenditures related to assigned program and/or programs.
- Develop, coordinate, and assess instructional programs of the Special Education Department.
- Direct, develop, implement and evaluate Special Education program function(s) for effectiveness and operational efficiency including, but not limited to, organizational studies and improvement recommendations to program, policies, services and procedures.
- Organize and participate in assigned Differentiated Assistance (DA) meetings and activities; collaborate with identified school districts, and other FCSS department leads in order to provide technical assistance, expertise, and information to school districts regarding the DA process.
- Provide technical expertise to immediate supervisor, administrators, staff, outside organizations, and others concerning program operations and activities which include but are not limited to response to inquiries, resolving issues and conflicts, and providing detailed and technical information concerning related goals, objectives, laws, codes, regulations, policies and procedures of assigned program.
- Support the coordination of staff development activities for Special Education employees, including but not limited to Principals, Content Coordinators, Content Specialists, Itinerant and classroom staff to identify areas of improvement and to develop procedures for enhancements

in support of professional learning.

- Work with Pupil Personnel Services and Health Services Departments to coordinate and assign referrals to county special education programs.
- 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.
- 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:

- Budgeting and financial record keeping techniques and practices.
- California Differentiated Assistance process.
- Common Core Standards, Content Standards, Performance Based Objectives and Assessments required by the California Department of Education and integrated into the

Special Education coursework.

- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to the field of Special Education.
- Modern and complex principles and practices of Special Education program development and administration.
- Planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
- Principles and practices of administration, supervision and training.
- Principles, procedures and techniques in the development and implementation of staff training activities.
- Research methods, report writing and record keeping techniques.
- 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:

- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Direct the maintenance of a variety of reports and files related to job assignment and/or assigned program.
- Formulate 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.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
- Work with and understand cultural diversity within student population(s).
- 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 Special Education and/or Liberal Studies, or a related field.
- Master's degree in Special Education, Education or School Psychology preferred.

EXPERIENCE:

- Five years increasingly responsible experience in regular education, special education or school psychology.
- Three years school administration or supervision working in a field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Special Education Teaching or Services Credential and/or Pupil Personnel Services Credential.
- Valid Clear 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.

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:

- Sitting, standing or walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Handle and/or feel; reach with hands and arms.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials; climb or balance.
- Understandable voice and speech patterns.
- 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.

APPROVED:

Effective: July 1, 2018