

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR – PUPIL PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Educational Services, plan, develop, lead and oversee the operation, and activities of the Pupil Personnel Services (PPS) Department and related programs; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; coordinate activities with Special Education, Student Services/All 4 Youth, Health Services, and Court and Community Schools to organize activities.
- Coordinate and direct staff development conferences, seminars and in-services; collect and monitor attendance; review journals, conduct networking and collaborate with department and outside professionals to collect information and develop program activities.
- Coordinate resources, oversee staff development, and assist in procedural implementation for districts needing Behavioral Threat Assessment assistance.
- Coordinate and direct personnel to ensure smooth and efficient department activities; coordinate and direct information between school district administrators, personnel and outside agencies to ensure proper and timely completion of inter-departmental activities; estimate and ensure adequate personnel and resource levels to complete departmental activities and to support program needs including school districts, Special Education and Court & Community Schools; direct scheduling activities to meet departmental needs.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Develop materials, services and professional development for various programs and schools, including but not limited to Positive Behavior Interventions and Supports (PBIS), Restorative Practices, Trauma Informed Care in Education and early education, social-emotional tiered systems of support, Bullying Prevention and Intervention; provide ongoing leadership, coaching, mentoring, training and technical assistance.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel, students and assigned activities including budget reports, student records, conference attendance, annual and bi-annual reports and other documentation as required; direct the preparation, analysis, processing and distribution of Departmental correspondence, forms and other documents.
- Ensure proper and timely resolution of student and personnel-related issues and concerns with discretion and confidentiality.
- Oversee the planning, development and implementation of Social Emotional Trainings for the Rural District Teacher Residency Program in partnership with various district Superintendents, California State University at Fresno – Kremen School of Education, and FCSS staff.

- Oversee planning, development, implementation and scheduling of trauma and resilience trainings for districts in Fresno County for the Student Services/All4Youth program including evaluations and data collection.
- Oversee contracts for school psychologist services with districts, Special Education and Court and Community Schools; coordinate staffing assignments for districts and departments annually to assure effective and efficient provision of contracted services.
- Oversee the purchase of psychological tests, equipment and scoring programs; maintain, assign and track test and equipment inventory.
- Oversee the Educationally Related Mental Health Services and Behavior Intervention Teams in the provision of social emotional and behavior support services to districts and county programs; manage the referral process and provision of services.
- Plan, develop and assist in coordinating suicide prevention activities and systems in partnership with district Superintendents, Fresno County agencies, and FCSS staff.
- Plan, develop and implement long and short-term programs and activities designed to develop assigned programs and services.
- Provide consultation and technical expertise to Deputy Superintendent, administrators, staff, districts, outside organizations and others concerning student services, staff issues, Education Code, federal and state laws and regulations, and assigned operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.
- Oversee and direct the coordination of 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.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established federal and state laws and regulations, Education Code, policies and procedures.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide support to SELPA/Special Education, Student Services, Court and Community Schools departments and school districts; review and analyze new cases; process paperwork and student documentation; maintain student records and enrollment information; participate in legal activities including hearings; perform other special education activities as required.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Serve as a member of the Student Services/All4Youth Leadership Team, Steering Committee, Behavioral Health Management Team and Onboarding Team.

- 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 correctly identify 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.
- 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 PPS staff, 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:

- 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 the maintenance of a variety of reports, records and files related to assigned activities.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- 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 of experience working in an education setting with an emphasis in pupil personnel services.
- Demonstrated experience in school climate, violence prevention and mental health & wellness.
- Experience with school administration or supervision working in a field related to pupil personnel services.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Services Credential.
- Valid 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:

- 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, 2020