

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPERVISORY POSITION

JCN: 214
RANGE: 158
EXEMPT

AREA SUPERVISOR - EXPANDED LEARNING PROGRAM

BASIC FUNCTION:

Under the direction of the Executive Director, Safe & Healthy Kids and an assigned supervisor, perform professional and highly complex duties involved in establishing, analyzing and maintaining expanded learning programs within Fresno County school districts; participate in the development, implementation and evaluation of designated program outcomes and procedures as assigned; provide consultation and technical assistance as assigned; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with and monitor departmental budgets; recommend budgetary adjustments to Safe & Healthy Kids program administration; assist in ensuring expenditures do not exceed established budget limitations.
- Assist in the development, implementation, and analysis of Expanded Learning Program (ELP) policies, standards, and procedures to enhance departmental efficiency and operations; ensure program activities comply with established laws, codes, regulations, policies, and procedures.
- Collaborate with county office departments, including Human Resources, Business Services, Legal Services and others as directed for appropriate program processing; ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality; communicate with labor partners to resolve issues and concerns, as assigned.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, documents, and other materials; participate in the development of programmatic reports and summaries.
- Coordinate and direct communications, with county office personnel, district employees, students, parents, outside agencies, stakeholders, other administrators, and the public to coordinate ELP activities and exchange information; collaborate with non-profit organizations and vendors as assigned.
- Coordinate, organize and support the direction of operations and activities related to the implementation and evaluation of designated ELP school sites as assigned; direct selection, orientation, placement, and staff development activities to meet program needs.
- Coordinate the purchase and organization of inventory and dispersal of supplies and equipment of school sites.
- Determine student and staff placement and development of assigned area; review program attendance and student-adult ratio to modify available programs and services.
- Establish timelines 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.
- Oversee and supervise multiple ELP sites within various school districts, including assigned Project Specialists, ELP Site Leads and Paraeducators; meet with assigned ELP personnel

to review progress, program concerns and goals; assist in the development and implementation of curriculum.

- Plan and conduct research and develop program descriptions in accordance with program needs; participate in the coordination and implementation of staff development activities.
- Plan, develop and implement workshops and other staff development activities for county office employees; prepare and deliver oral presentations; assist Executive Director/designee in the preparation of related training and support materials.
- Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies; review purchase requests records, school profile reports, attendance records, data collection updates and other related documentation.
- Prepare plans and reports for assigned school site leads; review and assist in site budget planning; provide assistance and technical information to the Executive Director, Safe & Healthy Kids, as required.
- Provide resources, guidance, and support to ELP personnel concerning student discipline, behavior management, parent communication, program improvement and school site personnel relations.
- Provide instructional leadership and coaching to assigned program; monitor program needs and collaborate with local resources for implementation.
- Respond to inquiries by assigned ELP sites and others; determine best possible manner to approach and resolve concerns/suggestions; build positive, collaborative public relations and represent the organization, Expanded Learning Programs and the Safe and Healthy Kids Department by consistently maintaining cooperative and effective working relationships with others.
- Review various student and family services to ensure compliance; assist program administrators in identifying available services for implementation; assess and evaluate program and staff effectiveness and make modifications as needed.
- Train program participants on a variety of program activities including attendance, participation, and program development.
- 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, school site administrators, personnel, outside organizations or the public concerning Expanded Learning Program.
- 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.
- Considerable ability to develop and maintain effective working relationships.
- Considerable ability to follow complex oral and written instructions.
- Goals, objectives, and activities of assigned programs.
- Methods, practices, terminology, and procedures used in the delivery of Expanded Learning Program services and the promotion of education for children of all ages.
- Operations of assigned state and/or federally funded program.
- Organization of student and family services.
- Practices and techniques involved in promoting parent involvement in the Expanded Learning Program.
- Principles and techniques of organization, administration, personnel management and budget development and control.
- Record-keeping and report preparation techniques.
- Research and data collection and evaluation methods and procedures.
- School-age before and after school programs.
- 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.
- Build collaborative partnerships with school district and FCSS.
- Create, implement, process, analyze and distribute a variety of Expanded Learning Program forms.
- Determine appropriate action within clearly defined guidelines.
- Develop and implement staff development workshops and/or training materials.
- Lead and direct assigned personnel with diplomacy, courtesy, discretion and confidentiality

- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Meet with parents to provide training and technical assistance concerning educational practices, procedures, and designated student matters.
- Plan and organize work.
- Process, evaluate and assist parents with completing enrollment forms.
- Serve as community resource and liaison between program personnel and parents.
- Use technology to streamline and enhance Expanded Learning Program processes, documents, and communication.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma or General Education Degree (GED) or State High School Proficiency Certificate.
- Bachelor’s degree preferred.

EXPERIENCE:

- Three years working within an educational setting with increasingly responsible student services experience.
- Supervisory experience 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.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Conduct school site visits.
- 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: 8/25/2021