

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR, TEACHER DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Executive Director, Human Resources Division, plan, organize, supervise and coordinate the daily activities and operations as assigned, in the Teacher Development Department; coordinate assigned activities with other departments, outside agencies and the general public; supervise and evaluate the performance of certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the development and preparation of the annual preliminary budget for the Human Resources Division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, apply for and monitor funding information; collaborate with the Finance department to understand program financing regulations and requirements.
- Assist in management of personnel procedures related to employment application processes, examinations, promotion, demotion, transfers, reassignments, resignation, dismissal layoff, re-employment, leave entitlements, compensation, licensing, and certification as applicable for management, supervisory, confidential, classified, and certificated personnel.
- Assist in reviewing superintendent policies, administrative regulations, proposed legislation and changes to laws concerning personnel and credentialing practices and ensure implementation.
- Assist in the preparation and maintenance of personnel records and reports, employee handbooks, orientation documents, and other publications on employee working conditions.
- Collaborate with school districts, State Induction personnel, California Commission on Teacher Credentialing, California Department of Education, Universities, and other organizations as required for effective program activities.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the fields of teacher induction and internship programs.
- Conduct a variety of operational studies and investigations, as assigned; respond to and resolve difficult conflicts, sensitive inquires and complaints; ensure proper and timely resolution of assigned issues and concerns with discretion and confidentiality.
- Coordinate the planning, development, organization, and direction of operations and activities of the County Superintendent, and the Teacher Induction and Internship Program; oversee instructional program activities to ensure compliance with state, county and federal policies, procedures, rules and regulations.
- Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities. Create program agendas, manage attendance records, perform evaluations, and oversee maintenance of credentialing documentation.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Teacher Development; oversee the implementation of assigned programs; recommend within department policy, appropriate services, and staffing levels; recommend and administer policies and procedures County Office-wide.

- 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; resolve issues and conflicts and exchange information.
- Plan, develop and implement Teacher Development, personnel and credentialing training programs, workshops and other staff development activities for County and school district staff and employees; prepare and deliver oral presentations; oversee the preparation of related training and support materials.
- Recruit, select, employ, train, supervise and evaluate assigned classified and certificated personnel and review work to ensure compliance with established guidelines, requirements and procedures.
- 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.
- Work closely with the Administrator and department heads, program managers, and supervisors in projecting enrollments and determining staffing ratios and general staffing allocations.
- 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.
- Collaborate with assigned supervisor, directors, coordinators, 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, 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 a 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 Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area; assist, consult and collaborate with the Administrator regarding Teacher Development functions, related needs and issues; recommend modifications to personnel programs, policies, and procedures as appropriate to enhance financial effectiveness and operational efficiency.
- Work collaboratively with assigned supervisor and team members to ensure the effective and efficient operation of the assigned program.

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:

- Adult learning theory and strategies.
- Bargaining unit contracts and salary schedules.
- Budget administration, preparation and control including grant funding.
- Curriculum auditing and credential matching.
- Legislation related to education grants and California Standards for the Teaching Profession.
- Planning, organization, and direction of the Teacher Development Department.
- Principles, practices, methods and terminology used in administration, supervision and training of classified and certificated personnel; benefits administration, payroll processing and staff development.
- Principles, techniques, procedures, and terminology involved in the recruitment, selection, processing, orientation, evaluation and compensation of classified and certificated employees.
- Professional program development and evaluation techniques and procedures.
- Public speaking and relations techniques.
- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations procedures and requirements including the Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Due Process, Discrimination, Child Abuse reporting and prevention and other federal and state laws as required.
- Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- County Office organization, operations, policies and objectives.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze situations accurately and adopt an effective course of action.
- Assist with the planning, organization, communication, 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.
- Ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality.
- Develop and direct program activities for effective classroom teaching.
- Direct, prepare, maintain 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.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Monitor and evaluate functions and activities for financial effectiveness and operational efficiency.
- Plan, organize, control and direct the operations and activities of the Teacher Development Department.
- Prepare and deliver oral presentations.
- Prepare and maintain a variety of reports and files within job assignment and/or assigned program.
- Provide consultation and technical expertise, information and assistance to Administrators, school districts and County Office employees, program participants, state agencies, mentors and related personnel regarding program activities and assigned functions.
- Supervise and evaluate the performance of classified and certificated personnel.
- Train and provide work direction and guidance to classified and certificated personnel.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, punctual and regular attendance.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications. Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Serve as a liaison between County Office and administrators, personnel, outside organizations and the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's Degree preferred.

EXPERIENCE:

- Five years increasingly responsible experience with three years of direct supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service 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 principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

Effective: 12/01/2009

Revised: 09/30/2014; 01/01/2022