

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 625
EXEMPT

EXECUTIVE DIRECTOR – SAFE & HEALTHY KIDS

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, develop, and lead the operations, activities and programs of the Safe and Healthy Kids Department; 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, increasing student achievement and overall youth development; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Align project activities with district grade level standards in core curriculum areas to the extent practicable in support of academic achievement.
- Analyze and review budgetary and financial data; coordinate grant funds with the California Department of Education; provide guidance regarding program activities and annual budgets; control and authorize expenditures in compliance with established limitations and guidelines; determine funding needs for staffing, equipment, materials, and other required aspects.
- Assist grantees and prospective grantees in building and strengthening partnerships to leverage resources for program improvement and sustainability for the purpose of developing resources.
- Assist state, regional and local educational agencies in projects or programs related to assigned programs.
- Coordinate information and organize activities to ensure smooth and efficient program operations; assign and monitor project responsibilities; ensure products are delivered safely and in a timely manner to school locations; conduct training and informational sessions to county office personnel and outside agencies as required.
- Collaborate with school districts to provide training and awareness of diverse audiences for the purpose of increasing knowledge, capabilities, effectiveness, and capacity.
- Develop, plan, coordinate and implement long and short-term programs, activities and events for students and staff.
- Develop systemic plans for program sustainability for Expanded Learning Programs and Supplemental Educational Services with other counties in and outside of California; develop and implement the Central Valley After-School Foundation; participate as the regional representative of the Expanded Learning Network with the California Department of Education; meet with key leaders and represent the county office at state and federal conventions.
- 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.
- Interpret policies and program goals to school district and community members.

- Oversee 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 Expanded Learning Programs, health, wellness, nutrition, and leadership development; resolve issues and conflicts; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities and programs of the Safe and Healthy Kids Department; manage and direct program activities including staff supervision, budget development, grant funding, meetings, events and other related activities to promote the safety and health of students; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating Expanded Learning Programs within Fresno County; collaborate with school site principals to support the individual school program and provide support on district-wide after school efforts.
- Serve as a member of the Superintendent's Cabinet.
- 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; 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:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Expanded Learning Programs.
- Budget administration, preparation and control.
- California accountability requirements.
- California Content Standards K-12.
- Current supplementary programs, curriculum, measurements and evaluation strategies.
- Financial analysis and projection techniques.
- Grant funding policies and procedures.
- Practices and procedures involved in the administration and governing of health programs.
- Principles of effectiveness, and the connection to best practices in curriculum
- Program and curriculum requirements and development.
- Public relations techniques.
- Tobacco Use and Prevention Standards.
- State and federal reporting requirements.
- 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 school districts in on-going development of programs and grant writing.
- Coordinate activities, information, personnel and resources to assure program operations run smoothly and effectively.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Meet schedules and timelines.
- Monitor program effectiveness.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Provide leadership development and training for assigned personnel.
- Provide training on curriculum.

- Represent the county office at local and state meetings.
- Serve as a content expert for Expanded Learning Programs for the purpose of ensuring quality site programs.
- 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:

- Bachelor's degree in education or related field.
- Master's degree preferred.

EXPERIENCE:

- Five years increasingly responsible experience implementing activities for an educational program.

LICENSES AND OTHER REQUIREMENTS:

- Valid 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: 08/01/2016

Revised: 03/12/2018; 08/01/2020; 07/01/2021