

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
TEMPORARY CERTIFICATED POSITION**

JCN:9250  
EXEMPT

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**PEER ASSISTANCE AND COACHING (PAC) PANEL MEMBER**

**BASIC FUNCTION:**

Under the direction of the Director, Teacher Development Program, supervise, guide and administrator the Peer Assistance and Coaching (PAC) Program at the Office of the Fresno County Superintendent of Schools (FCSS); participate in trainings required to implement the program, review the Instructional Learning Plan (ILP), support coaches and review documentation, collaborate, as appropriate, with other Teacher/Service Provider support programs, and evaluate annually the impact of PAC in order to improve the program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Accept and reject PAC participant applications from Program Administrators to PAC panel based on funding and other available resources.
- Administer the PAC program and participate in training required to implement the program.
- Assist district personnel with planning, selecting, developing and/or providing in-service training of teachers involved in instructional programs.
- Collaborate, as appropriate, with other teacher/service provider support programs.
- Determine PAC meeting schedules.
- Develop a program budget each year based on program need.
- Establish a procedure for application and selection of Peer Coaches.
- Establish and distribute all operating rules and procedures.
- Evaluate annually the impact of PAC in order to improve the program.
- Monitor Peer Coaches and review their documentation.
- Receive and review the Instructional Learning Plan ("ILP") from the Peer Coaches.
- Select its chairperson.
- Submit funding request to superintendent as needed.
- 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 OF:

- California Standards for the Teaching Profession (CSTP).
- 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:

- Manage timelines and meet time-related goals.
- 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.
- 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.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### EDUCATION AND EXPERIENCE:

##### EDUCATION:

- Bachelor's degree.

##### EXPERIENCE:

- A minimum of three (3) years of successful teaching experience.
- Previous experience as a PAC Participant or Coach.

#### LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching/Service 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: 04/20/2022