

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SHORT-TERM CLASSIFIED POSITION

JCN: 9848  
EXEMPT

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### PROJECT DIRECTOR - FAMILY & CONSUMER SCIENCES PROJECT

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Career Technical Education/Regional Occupational Program (CTE/ROP), plan, organize, coordinate, and implement the operations and activities surrounding the Family and Consumer Science (FCS) Project; plan workshops, trainings, and conferences to support secondary Family and Consumer Sciences teachers in California schools.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist in developing timeline of activities, services, and products to be completed within appropriate the budget.
- Assist with preparation and submission of required reports and financial claims including back-up of expenditures within the appropriate due dates and deadlines.
- Attend orientation sessions to review contract objectives as well as operating guidelines, policies, and procedures for the FCS Project.
- Collaborate with the Executive Director and the California Department of Education (CDE) Family and Consumer Sciences staff to develop professional development activities, workshops and trainings to teachers, counselors, administrators, and business/industry representatives involved in the FCS Project.
- Ensure accurate and current records are maintained by FCS Project personnel.
- Meet regularly with the FCS Project personnel as jointly determined and/or agreed upon.
- Orient FCS Project personnel to Fresno County Superintendent of Schools (FCSS) procedures and policies.
- Plan, organize, control, and direct the operations, activities within the FCS Project; manage and direct overall program activities including staff supervision, meetings, events, and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Plan, organize, coordinate, and implement the operations and activities of FCS Project to enhance educational effectiveness of Family and Consumer education programs in California schools; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures as established by FCS and the CDE.
- Review and approve appropriate financial documents as required by the contracting agency.
- Review on a regular basis project progress to ensure expenses are appropriate to the project objectives.
- Select project staff and identify level of staffing in cooperation with project monitor.
- Support and assist FCS Project personnel and work cooperatively with the CDE Family Consumer Sciences consultant.
- 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 agencies/organizations, project staff, 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:**

- Adult Learning theories.
- Basic budget preparation and control.
- California Department of Education (CDE).
- Consumer and Family Studies (CFS).
- Family and Consumer Sciences Related Occupations (FCSRO)
- Family, Career, Community Leaders of America (FCCLA).
- 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:**

- 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:**

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- Bachelor's degree.

**EXPERIENCE:**

- Three years of increasingly responsible experience working in the specialized content area.
- Developing and facilitating workshops for adults.

**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.

**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: 07/01/2020