

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9862
EXEMPT

PROJECT MANAGER - 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 with evaluating and monitoring budgetary and financial data and ensure expenditures are in accordance with established limitations and meet contracted objectives and activities.
- Assist with the overall operation and management of the FCS Project office, including hiring and supervising necessary staff, ordering equipment and supplies, maintaining up-to-date and accurate records.
- Assist the Future Homemakers of America/Home Economics Related Occupations (FHA-HERO) activities, as assigned.
- Be familiar with and follow agency's procedure in processing invoices, work orders, completing reports, and securing necessary services, such as duplicating, and equipment maintenance.
- Collaborate with the California Department of Education (CDE) Family Consumer Sciences consultant to 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.
- Collaborate with the Executive Director and CDE Family and Consumer Sciences consultant to develop professional development activities, workshops and trainings to teachers, counselors, administrators, and business/industry representatives involved in the FCS Project.
- Coordinate with the CDE Family Consumer Sciences consultant in planning and developing school activities related to Family and Consumer Sciences education.
- Examine, select and provide in-service training for teachers, counselors, administrators, principals, or other similar personnel involved in the FCS Project.
- Manage services provided through the project including, but not limited to job bank, computer communications network, curriculum, and other services requested to complete project objectives.
- Obtain input from Executive Director and Project Director on activities, products, written reports, and materials, forward copies of all communications to appropriate personnel.
- Plan activities, schedule dates, prepare materials in cooperation with approval of the CDE Family Consumer Sciences consultant.
- Plan, coordinate and implement programs to enhance educational effectiveness and efficiency in California schools; assist in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all K-12 grade students; seek continuous professional growth.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to the specialized content area/programs, functions and instructional areas.

- Prepare and submit quarterly and final reports and fiscal claims, as stipulated in the contract.
- Prepare curriculum and instructional resources to teachers, counselors, administrator in the areas of Family and Consumer Sciences.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to the FCS Project; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Serve as a content area specialist and provide highly specialized consultative services; provide detailed and technical information, including, but not limited to, visiting districts to monitor activities and assist stakeholders; respond to inquiries concerning related functions, curriculum, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures
- Train, assist and evaluate presenters based on CDE Family Consumer Sciences consultant input; provide overview of activity and how it related to total Family Consumer Sciences education program; ensure use of correct terminology.
- Verify credential and qualifications of all FCS Project participants and/or presenters.
- 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, the CDE Consumer Science Staff or the public concerning the FCS Project.
- 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.
- Best coaching practices.
- California Commission on Teacher Credentialing (CTC).
- California Department of Education (CDE).
- Career Technical Education (CTE) Standards and industry certifications
- California Standards for the Teaching Profession (CSTP).
- Consumer and Family Studies (CFS) curriculum and instruction development.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to assigned content area
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.

- Family and Consumer Sciences Related Occupations (FCSRO) curriculum and instruction development.
- Family, Career, Community Leaders of America (FCCLA).
- Principals of effective professional learning and coaching.
- Public speaking techniques.
- 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:

EDUCATION:

- Bachelor's degree preferred.

EXPERIENCE:

- Minimum of three years teaching experience in Family Consumer Sciences
- Developing and facilitating workshops for adults.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Single Subject Teaching Credential in Home Economics or a Valid California Designated Subjects Career Technical Education Credential in Family Consumer Sciences related industry sectors.
- 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: 07/01/2022