

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR - REGIONAL COMMUNITY SCHOOLS PROGRAM

BASIC FUNCTION:

Under the direction of the Executive Director, Accountability, Compliance and Grants (ACG), plan, develop, lead and oversee the operation, activities and monitoring of the Community Schools (CS) support to county offices (COEs) within the Central Valley Region; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate and provide support with other Regional Technical Assistance Center (RTAC) leads including, but not limited, to providing technical support to COEs in the Central Valley Region.
- Collaborate with the State Lead Technical Assistance Center (STAC) and their partners for trainings and events regarding the California Community Schools Partnership Program (CCSPP).
- Collaborate with other FCSS departments including, but not limited to, Cradle2Career, Safe and Healthy Kids (S&HK), Early Childhood Education (ECE), and Curriculum and Instruction (C&I) to provide technical assistance to Fresno County Districts who received either the Planning or Implementation Grants for analysis of data required by the CCSPP Grants.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Direct and organize the facilitation of the CCSPP Grant activities and reports.
- Direct, organize, manage, and plan the budgeted activities of the RTAC Grant, in collaboration with the Executive Director of ACG; direct and authorize approved expenditures, the preparation and maintenance of various narrative and statistical reports, records and files related to assigned activities; prepare year-end and other reports and documentation related to assigned activities as needed.
- Establish and maintain collaborative and cooperative relationships and communications with county and district superintendents, administrators, directors of categorical programs and other personnel assigned to supporting Community Schools and the CCSPP Grant requirements.
- 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.
- Plan, organize, control and direct the operations, activities within assigned division; 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.

- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide technical expertise, information and assistance to Regional counties and local school districts regarding the CA Framework for Community Schools and other activities to improve student metrics.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events related to Community Schools.
- 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 public and/or auditor requests for information regarding Community Schools; collaborate with the Deputy Superintendent and Legal Services Division as needed.
- 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, 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.
- 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.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Framework for Community Schools.
- CCSP Planning and Implementation Grants.
- RTAC Grant.
- California Accountability Dashboard.
- Local Control and Accountability Plan (LCAP) legislations, regulations, and California Department of Education (CDE) implementation guidelines.
- Local Control Funding Formula (LCFF) regulations and CDE implementation guidelines.
- Methods of organizing and maintaining team efforts, including practices and procedures for team building and staff development activities.
- Record-keeping techniques.
- Report writing techniques.
- 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:

- Complete all assigned duties efficiently, effectively, and accurately.
- Maintain records and prepare reports.
- Manage time effectively.
- Meet schedules and timelines.
- Plan and organize work.
- 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.
- Master's degree in Education or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience working in the field of education, school district and/or county office of education.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Clear Administrative Services Credential.
- Valid California Clear Teaching and/or 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: 02/01/2023