

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – ALTERNATIVE EDUCATION

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Educational Programs, provide educational and administrative leadership for the Alternative Education program; plan, develop, organize, lead and oversee operations and activities of the Alternative Education program; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; coordinate communication, personnel and resources to meet the educational needs of students and ensure smooth and efficient school operations; supervise and evaluate the performance of classified and certificated personnel.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Coordinate and facilitate meetings including, but not limited to focus groups, Local Control and Accountability Plan (LCAP) engagement forums, School Site Council, Parent Advisory Committee, English Language Advisory Committee, District English Language Advisory Committee, management, leadership and administrative team strategic planning meetings for purpose of implementing, maintaining and/or promoting program services and state and federal grants for Alternative Education, students, parents, and families.
- Coordinate, conduct and/or participate in a variety of meetings, committees, trainings, workshops and/or conferences presenting materials and information concerning programs, services, operations, and activities.
- Coordinate the process of reviewing data required by the state and provide final approval for reports related to Local Control Funding Formula (LCFF) funding and State & Federal Accountability via systems e.g., CALPADS, for Alternative Education programs.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance programs of Alternative Education.
- Develop and oversee budget development and state and federal grant funding, including categorical programs; evaluate budgetary and financial data and ensure expenditures are in accordance with established state and federal code limitations; assist with grant coordination and preparation as assigned.
- Establish and implement current and long-range objectives, plans and policies subject to approval, for the purpose of staying in compliance with current law, regulations, codes, policies, and procedures utilizing evidence based and emerging best practices.
- Plan, organize, and provide instructional and administrative leadership to the staff and students in Alternative Education programs; implement, sustain, and ensure compliance with county office policies, California Department of Education, and other mandated requirements.
- Oversee and provide professional development opportunities for Alternative Education programs; collaborate with administrators, principals, families and other community partners to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee the planning, writing, administration and evaluation of various plans including, but not limited to, the LCAP, School Plan for Student Achievement (SPSA) and School Accountability Report Card (SARC) for Alternative Education; provide direction and support to Alternative Education staff on the development of actions and activities associated with the LCAP and prepare all LCAP items for presentation to the Fresno County Board of Education.

- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools through county, state and federal grants related to the Alternative Education program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control, and direct the operations and activities of the Alternative Education program; 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.
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities; create master schedule(s) and organize standardized testing schedule(s).
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs within the Alternative Education program; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events as assigned.
- Research, compile, assemble and evaluate a variety of technical information related to the Alternative Education program; participate in the development, implementation, amendments, and evaluation of program(s), plans, and educational documents; prepare and distribute related correspondence and informational materials.
- Research, prepare and deliver oral presentations; prepare, develop, and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- 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.
- Review, analyze, evaluate, and synthesize publications, data, and other relevant information; develop and prepare plans, reports, summaries, and other documents.
- Interview, select, supervise, and evaluate the performance of classified and certificated staff; coordinate and direct employee assignments and review work to assure 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 classified and certificated personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned manager, 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.
- 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 Alternative Education programs.
- 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:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

#### **KNOWLEGDE AND ABILITIES:**

##### KNOWLEDGE OF:

- Administrative and training skills in planning and organizing work, maintaining schedules and timelines.
- Applicable sections of the State Education Code, Local, State and Federal laws, codes and regulations and requirements as related to assigned activities and/or instructional area.
- Budget preparation, control, record keeping techniques and practices.
- Collection and control of attendance records for juvenile programs.
- Common Core Standards, California State Standards, content standards, performance-based objectives, and current standardized assessment methodologies.
- Community resources specializing in services supporting at-risk youth.
- Current educational principles, and practices related to assigned duties.
- Curriculum development, interpretation and implementation in Court and Community School Programs.
- Educational programs, curriculum and instructional practices related to assigned duties.
- Educational purchasing and governmental contracting processes.
- Local Control Accountability Plan (LCAP).
- Local Control Funding Formula (LCFF).
- Planning, organization, coordination and implementation of Alternative Education programs.
- Principles, procedures, and techniques in the development, implementation, and monitoring of professional development, staff development and/or training activities.
- Program building, operations, funding, and maintenance.
- Program evaluation strategies.
- Public speaking techniques.
- School Plan for Student Achievement (SPSA).
- School Accountability Report Card (SARC).
- Teaching theories and practices.

- 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:**

- Comply with County Office policies and procedures.
- Direct implementation of instructional programs.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Maintain management information.
- Prepare and administer multiple school budgets, contracts for personnel services, manage assigned grants and other agreements.
- Prepare comprehensive narrative and statistical reports.
- Plan, organize, and provide instructional and administrative leadership to the staff and students at assigned alternative education sites.
- 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 the Americans with Disability Act (ADA), Family Medical Leave Act (FMLA) and other 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:**

- Bachelor's degree.
- Master's degree preferred.

**EXPERIENCE:**

- Five years increasingly responsible educational experience working in field related to assigned program, function or instructional area.
- Three years school administration or supervision working in field related to assigned program preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Administrative Credential.
- Valid 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.

#### **HAZARDS:**

- Abusive and potentially harmful outbursts from students, which may pose a threat to staff and/or students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and/or other body fluid(s).

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: 04/11/2023