

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 630
EXEMPT

EXECUTIVE LEADERSHIP COACH

BASIC FUNCTION:

Under the direction of an assigned administrator, provide districts, county offices, school sites, institutions of higher education and/or regional colleagues with support to build systems for student academic and/or socio-emotional success through data analysis, strategic planning, and implementation; collaborate with county and district teams and community organizations; develop, support, and implement a comprehensive plan for whole child achievement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise districts on the Local Control Accountability Plan (LCAP) coherence and the alignment of instructional programs to funding sources.
- Coach teachers, administrators and/or community partners for the purpose of developing and implementing a standards-based instructional program.
- Collaborate and develop partnerships with school districts, public agencies and/or institutions of higher education.
- Collaborate with educational organizations and community partners to develop professional connections.
- Collaborate with assigned supervisor, directors, coordinators 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.
- Collaboratively design, pilot, and evaluate innovative professional learning opportunities and resources for educators and /or a range of regional partners including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual trainings, and school site visits.
- Collect, analyze, and prepare data, for the purpose of, assisting districts with analysis of student groups, program effectiveness, and differentials between school sites, with the purpose of supporting districts, school sites and/or other regional partners to meet student and teacher program goals.
- Communicate with and participate in local and state organizations for the purpose of supporting service contracts; stay current and knowledgeable in educational and funding requirements.
- Conduct asset and needs assessments with schools and districts involving community partners.
- Coordinate with county, district and school site personnel in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Consult and/or coach, as directed by supervisor, administrators and community partners for the purpose of implementing an effective standard based instructional program.
- Develop work plans with school districts, post-secondary institutions and other educational entities for the purpose of providing support, specific to the needs of the school district.
- Examine, select and provide in-service training of teachers, principals, school counselors, or other similar personnel involved in instructional programs.

- Interpret and explain district, state and federal regulations for the purpose of advising administrators and future administrators on the responsibilities of managing a school site and serving as the instructional leader.
- Maintain and submit accurate records and reports to ensure fiscal and program requirements are met.
- Participate in professional development growth activities in order to maintain individual professional knowledge.
- Plan, develop and conduct professional learning around the eight (8) state priorities to support continuous improvement efforts within schools and districts throughout Fresno County.
- Provide 1:1 coaching to educational leaders for the purpose of leadership development and capacity building.
- Work with leadership from K-12 and colleges to ensure a high-performance, service-oriented work environment that supports achievement of FCSS goals, mission, objectives, and values.
- Serve as an advocate for all students.
- 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 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 and classroom 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.
- Travel within Fresno County and occasional travel outside of Fresno County.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current district and school improvement practices; Improvement Sciences, continuous improvement; California Dashboard Data and the current California accountability system.
- Current theory on adult learning and best practices for working with district and site education leaders.
- Current issues related to district and school leadership.
- Current trends in professional learning for district and school leaders.
- General knowledge of current core content trends in K-12 education.
- Current information regarding education funding, laws and regulations
- Current knowledge of the Local Control Accountability Plan and Every Student Succeeds Act.
- 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:

- Ability to work with and understand cultural diversity within student population(s).
- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Direct the maintenance of a variety of reports and files related to job assignment and/or assigned program.
- Establish positive rapport with school district personnel.
- Formulate and develop appropriate systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations related to job assignment and/or assigned program.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- 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.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree from an accredited college or university.
- Master's degree preferred.
- Doctorate degree in Educational Leadership may be substituted for a valid Clear California Administrative Services Credential.

EXPERIENCE:

- Three years increasingly responsible experience organizing educational programs.
- Three years in a supervisory capacity is preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Administrative 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:

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility, classroom and playground environment.
- Regular interruptions.
- Small and large group meetings.
- Virtual Platform.

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 principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2018

Revised: 08/15/2018; 03/12/2019; 03/12/2019; 01/04/2021; 05/14/2021; 06/17/2021; 05/09/2023