

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
TEMPORARY CERTIFICATED POSITION**

JCN: 9230
EXEMPT

**READING INSTRUCTION COMPETENCE ASSESSMENT (RICA) SUPPORT FACILITATOR –
IN PERSON**

BASIC FUNCTION:

Under the direction of the Director, Teacher Development, prepare teachers for the Reading Instruction Competence Assessment (RICA) examination; teach subject matter content, test-taking strategies, and constructed response-writing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with the Teacher Development Program to deliver RICA preparation and/or other educational content tailored to student needs.
- Develop and customize lesson plans and curriculum to provide teachers with targeted and individualized support to pass the RICA examination.
- Create an open, safe, and positive in person learning environment.
- Instruct teachers in a dynamic and supportive manner, adapting to their needs and keeping them engaged with the material.
- Model professionalism and accountability by showing up to class on time, replying to teachers in a timely manner, and holding teachers accountable for assignments.
- Prepare teachers for this rigorous exam using teaching methods and a carefully curated curriculum to fully immerse teachers in the language of the RICA.
- Support students both in and out of class, enabling them to solve problems with critical thinking across all sections of the RICA examination.
- 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 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.
- Best Coaching Practices.
- California Commission on Teacher Credentialing (CTC).
- Public Speaking techniques.
- Reading Instruction Competence Assessment (RICA) Content.

- 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:

- Experience facilitating RICA workshops for adult learners.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching/Service 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: 06/01/2023