

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – SAFE AND HEALTHY KIDS

BASIC FUNCTION:

Under the direction of the Executive Director, Safe & Healthy Kids, plan, develop, lead and oversee the operations and activities of various programs and department events; 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 systems, policies, standards and procedures in compliance with a variety of Federal, State and local laws, rules and regulations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with legal agencies to assure program compliance with Community Schools, the Department of Justice (DOJ), and Tobacco-Use Prevention Education (TUPE) Program funds and other regulating agencies as required.
- Coordinate information and organize activities to assure smooth and efficient program operations; assign and monitor project responsibilities for accuracy; assure products are delivered safely and in a timely manner to school locations; conduct training and informational sessions to County Office personnel and outside agencies as required.
- Develop and oversee budget development and grant funding for the Safe and Healthy Kids Department; analyze and review budgetary and financial data; evaluate budgetary and financial data and ensure expenditures in accordance with established limitations; lead grant coordination and preparation for the Safe and Healthy Schools Kids Department.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities as required.
- 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.
- Oversee and direct the coordination of the Equity in the Outdoors California Parks grant fostering the opportunity for families and students to participate in outdoor opportunities.
- 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 and implement long and short-term programs and activities designed to develop Safe and Healthy Kids program activities; coordinate a variety of programs including the TUPE program, Expanded Learning groups, pentathlons, training sessions and related programs to promote healthy lifestyles.
- Plan, organize, control and direct the operations, activities and programs of the Safe and Healthy Kids Department; manage and direct overall program activities including staff supervision, meetings, events and other related activities to promote the safety and health of students; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating

programs within the Safe and Health Kids Department; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.

- Provide technical expertise, information and assistance to department personnel, governmental agencies, outside organizations and the Executive Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- 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.
- Supervise, design and facilitate Strength Based Leadership for students and adults.
- 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.
Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
Comply with schedules, policies and 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 Office 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 with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

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, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- Grant funding policies and procedures.

- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Planning, organization, control and direction of the operations and activities of the Safe and Healthy Kids department.
- Practices and procedures involved in the administration of health programs.
- Principles and practices of administration, supervision and training.
- Public relations techniques.
- Technical aspects of field of specialty.
- 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:

- Coordinate grant funds with the California Department of Education.
- Coordinate information and organize activities to ensure smooth and efficient program operations.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Plan and organize work.
- Plan, organize, control and direct the operations and activities of the Safe and Healthy Kids department.
- Prepare comprehensive narrative and statistical reports.
- Provide technical expertise, information and assistance to Department personnel, governmental agencies, outside organizations and the Deputy Superintendent regarding assigned functions.
- Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Write and submit grants to appropriate Boards for review and approval.
- Analyze 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:

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

EXPERIENCE:

- Five years increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSES AND OTHER REQUIREMENTS:

- 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 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: 07/01/2014

Revised: 07/01/2023