

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED MANAGEMENT POSITION

JCN: 650
EXEMPT

PROGRAM SPECIALIST – SAFE AND HEALTHY KIDS – COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of the Director – Safe and Healthy Kids, plan, organize, coordinate and implement the operations and activities of site community schools as it relates to the defined program pillars and structures, to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the development, evaluation, and allocation of the site-specific Community School budget and monitor budget expenditures.
- Assist with communications, information, and resources to ensure smooth and efficient activities of Community Schools at assigned location; collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goal, objectives, guidelines and activities; coordinate and conduct a variety of special projects; contact individuals to promote programs, functions, activities, goals and objectives.
- Assist with 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.
- Assist with the planning, development, implementation, on-going training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Collaborate with administrators, personnel and outside agencies to review and access academic and/or school records to determine interventions and support.
- Communicate and consult with FCSS and/or school district staff, administrators, counselors, health services providers, and other human services professionals for the purpose of coordinating available information and services available to all students; communicate with students and parents/guardians to assess, prioritize and plan for individual needs to support academic success.
- Develop and monitor contracts, memorandums of understanding and/or agreements with subcontractor entities; monitor scope of work for completion.
- Engage school communities, including but not limited to, business owners, administrators, personnel, outside agencies, parents/guardians and other students to promote student intervention and prevention programs within Fresno County.
- Monitor student progress, program effectiveness and participate in student assessments.
- Provide technical information and assistance to the Director regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Visit programs as assigned to monitor activities and personnel; respond to inquiries and provide detailed and technical information concerning related functions, activities, standards, requirements, timelines, laws, codes, rules, regulations, 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:

- 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:

- Basic budget preparation and control.
- Community surveys, basic research, analysis methodology, assessment tools, and report writing techniques.
- Culturally responsive practices.
- Federal, State, and County community resource organizations, including agencies funded from government and private sources.
- Interpersonal skills using tact, patience, and courtesy.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Principles and practices of parent education, outreach and family involvement.
- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping 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.
- 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.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- 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.
- Master’s degree preferred.

EXPERIENCE:

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

LICENSURE 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:

- 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; exhibit 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:07/01/2023