

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – CAREER TECHNICAL EDUCATION CHARTER SCHOOL

BASIC FUNCTION:

Under the general direction of the Deputy Superintendent, Instructional Division, provide educational and administrative leadership to the Career Technical Education Charter (CTEC) High School; plan, develop, organize, lead and oversee operations and activities of the CTEC High School; 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:

- Collaborate with assigned supervisor, 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; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Conduct focus groups, including but not limited to School Site Council, Parent Leadership Team, management and administrative team meetings.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Direct and oversee accountability systems for improving student achievement and preparing career ready graduates at all grade levels.
- Establish 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.
- Evaluate CTEC High School programmatic function(s) for effectiveness and operational efficiency.
- Implement the vision and goals of the FCSS Charter High School governance board.
- Implement, monitor, evaluate and provide leadership for the development of the career technical education curriculum and instructional program(s); develop and provide staff development activities for program improvement. Plan, organize, and provide instructional and administrative leadership to the staff and students in the FCSS CTEC Charter High School; implement, sustain and ensure compliance with county office policies, California Department of Education and other mandated requirements.
- Oversee adherence to requirements and updates on program compliance and monitoring activities, including but not limited to the Charter SELPA, LCAP, grants, and Every Student Succeeds Act (ESSA).
- Oversee and provide professional development on behalf of the CTEC High School program to school administration, teachers, personnel and/or other educational entities.

- Oversee collaborative partnerships with business and trade unions to foster internships and work-based learning experiences.
- Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
- Plan, organize, control and direct the operations, activities; 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 and oversight for all aspects of the FCSS, Career Technical Education Charter High School.
- 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 CTEC High School; participate in the development, implementation, amendments, and evaluation of program(s) 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.
- Review, analyze, evaluate and synthesize publications, data, and other relevant information; develop and prepare 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.
- Work effectively with school districts, community organizations, government agencies, parents, students and/or staff.
- Work in collaboration with assigned program administrator to implement media strategies to publicize CTEC High School programs and services for student recruitment efforts and related functions.
- 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 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.
- Perform related duties as assigned.

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, regulations and requirements as related to assigned activities and/or instructional area.
- Budget preparation, control, record keeping techniques and practices.
- Common Core Standards, California State Standards, content standards, performance-based objectives and current standardized assessment methodologies.
- Current educational principles, and practices related to assigned duties.
- Educational programs, curriculum and instructional practices related to assigned duties.
- Planning, organization, coordination and implementation of career technical educational program(s).
- Educational purchasing and governmental contracting processes.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or training activities.
- Program building, operations, funding and maintenance.
- Program evaluation strategies.
- 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:

- Assure proper and timely resolution of issues, concerns and conflicts.
- 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 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.
- Maintain management information.
- Prepare and administer assigned site budget and manage assigned grants.

- Prepare and present quantitative and qualitative data to the FCSS Charter High School governance board regarding development and progress.
- 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 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.
- Three years oversight of career technical education classes or program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Services Credential.
- Valid California Administrative 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: 04/15/2016

Revised: 03/06/2020; 07/01/2023