

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 192  
EXEMPT

---

### DIRECTOR – CHARTER SCHOOLS

#### **BASIC FUNCTION:**

Under the general direction of the Executive Director, Accountability, Compliance and Grants (AC&G), plan, organize, supervise, and direct the charter school oversight activities and operations for the office of the Fresno County Superintendent of Schools (FCSS); represent the county office as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Conducts research and investigations on behalf of the County Superintendent regarding charter schools.
- Coordinates and manages site visitations, data collection and analysis for charter-prepared reports to ensure prudent oversight with laws and regulations.
- Develops and implements systems, formats, policies, and procedures for charter school petition reviews, and oversight and monitoring.
- Develops, manages, and conducts trainings, presentations, and workshops for charter schools and charter school authorizers.
- Direct, organize, manage and plan all activities of the assigned program including, but not limited to, funding and budget activities; review and preparation of annual budget; direct and authorize approved expenditures; the preparation and maintenance of various narrative and statistical reports, records and files related to personnel and assigned activities; prepare reports and documentation related to program as needed.
- Directs, manages, and coordinates activities and operations related to charter school oversight.
- 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.
- Facilitates meetings at various levels and prepares necessary reports.
- Maintains and interprets all regulatory and compliance aspects of charter schools including, but not limited to, changes in laws, regulations, and policies affecting charter schools; acts as a resource to schools and communities related to charter schools.
- Provides guidance to and collaborates with FCSS staff to review and prepare staff analysis reports concerning charter school petitions.
- Reviews, analyzes, evaluates and synthesizes publications, data, and other relevant information; develops and prepares reports, summaries and other documents.
- 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 as requested.

- 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.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- 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.
- Travel within Fresno County, statewide and/or nationwide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current developments, literature, and varied sources of information regarding Charter School oversight, education program delivery and operations. Department operations and policies.
- Current academic requirements of K-12 education and state academic standards and assessments.
- Effective management and administrative techniques for planning, budget preparation and control, program implementation and modification, purchasing and contract administration.
- Effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies.
- Federal Program Monitoring legislation, regulations and CDE implementation guidelines.
- Group facilitation and instructional techniques.
- Local Control Accountability Plan legislation, regulations and CDE implementation guidelines.
- Practices and regulations related to county oversight and monitoring of charter schools.
- Principles and techniques of management and supervision.
- Program assessment, design, and evaluation procedures.
- Public contact techniques.
- Statistical research and survey methods.

- Williams Lawsuit Settlement Agreement legislation, regulations and CDE implementation guidelines.
- 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:**

- Design and prepare computer spreadsheets to analyze data.
- Determine and manage workload priorities and adjust assignments to meet established timelines; complete assigned duties efficiently, effectively and accurately.
- Develop and manage budgets.
- Facilitate and negotiate resolution of complex issues and varying interests.
- Plan, coordinate, and direct projects and preparation of reports.
- Plan, organize and administer oversight and monitoring programs.
- Plan, organize and maintain systems and processes.
- Prepare and deliver oral presentations.
- Research and evaluate data, maintain records, and prepare written reports.
- 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.
- 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 AND EXPERIENCE:**

**EDUCATION:**

- Bachelor's degree from an accredited college or university.
- Master's degree preferred.

**EXPERIENCE:**

- Five years increasingly responsible experience working in the field of education, school district and/or county office of education.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid Teaching and/or Services Credential.
- Valid California Clear 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:**

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

### **APPROVED:**

Effective: 02/05/2015

Revised: 05/22/2015; 05/31/2018; 07/01/2018; 07/01/2023