

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – CRADLE TO CAREER

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Instructional Services Division, plan, develop, lead and oversee the operation, and activities within the Cradle to Career (C2C) Partnership in alignment with its mission to strengthen the educational and support systems through collaboration and capacity building for all children and families to achieve success; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally for the C2C Partnership; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Build, manage and implement strategies that mobilize others to give, advocate and volunteer in opportunities in support of the C2C Partnership.
- Champion change and effectively manage the implementation of new ideas and ways of conducting business, in alignment with the C2C Partnership priorities.
- 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.
- Develop appropriate reports to funders, donors, community partners and the wider community.
- Engage in contracted services, as appropriate, to advance the C2C Partnership collaborative action; provide communication strategy and design to build and maintain the data infrastructure of C2C in compliance with established policies and practices.
- Engage in fund and resource development in conjunction with C2C Partnership members.
- Establish and maintain an effective system of communications throughout the C2C Partnership and the community to build and maintain a positive image; work with dedicated staff as needed to develop and deliver appropriate materials for distribution, including supporting and sustaining information on a web platform and/or social media as appropriate.
- Facilitate the C2C Partnership's strategic planning activities, including developing consensus around key elements of the C2C Partnership's vision, mission, goals, community level outcomes and priority strategies; organizes The Partnership to efficiently and effectively achieve goals and implement its related activities.
- Facilitate the work of The C2C Partnership and its committees; provide advice and counsel to Leadership Council members in establishing policies and monitoring outcomes of the C2C Partnership.
- Maintain appropriate confidentiality of data, financial records, and other business materials.
- Oversee the adequacy and soundness of the C2C Partnership's financial structure, working closely with the fiscal agent, and ensure, with the engagement of the Leadership Council, that sufficient resources are in place to effectively achieve stated goals.
- Oversee the work of the C2C Partnership by working closely with the Leadership Council in recruiting and engaging partners; develop and cultivate relationships with community partners, including leaders in education, health, business, faith, nonprofit, philanthropic, and civic sectors to support the priority initiatives and priorities of the C2C Partnership.
- 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, control and direct the operations, activities within assigned department; 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 key C2C Partnership spokespersons for speaking engagements.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide strategic direction for The Children's Movement (TCM); provide advice and counsel to the TCM Advisory team, the State of Our Children event(s) and other committees as assigned.
- Reinforce and demonstrate a collaborative approach in work with C2C Partnership committees, staff, Collective Action Networks, and other organizational partners.
- Represent The C2C Partnership in its relationships with partners and the community.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned department.
- 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.
- Support and solicit input from team members at all levels to move the C2C Partnership's work forward and achieve its vision, mission and goals.
- Work with fiscal agent staff and C2C Partnership members to identify and secure critical C2C supports such as in-kind services or technical support that might be needed for success.
- 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, 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:

- Change and project management.
- Educational policy and trends.
- Organizational development.
- Strategic planning.
- 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:

- Develop and nurture a team atmosphere.
- Develop the capacity of the partnership to develop Fresno's capacity to implement the vision will be a component of success.
- Generate innovative ideas and solutions.
- 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 AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

- Five years increasingly responsible experience working in field related to assigned program function or educational area.
- Experience with educational systems and philanthropic and civic sector work preferred.

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; 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: 07/01/2019

Revised: 07/01/2023