

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – ENGLISH LANGUAGE ARTS, ENGLISH LANGUAGE DEVELOPMENT, HISTORY SOCIAL STUDIES

BASIC FUNCTION:

Under the direction of the Executive Director, Curriculum and Instruction (C&I), plan, develop and lead the operation and activities of the Fresno County Superintendent of Schools (FCSS) English Language Arts, English Language Development, History Social Studies (ELA/ELD/HSS) team; collaborate with Fresno County school districts' Instructional Leaders to identify goals and develop plans to increase student achievement in English Language Arts, Language proficiency and History Social Studies; represent FCSS as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies, and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Develop and oversee budget development and grant funding; organize, manage, and plan all activities of the annual budgets; evaluate, analyze and review budgetary information and financial data; monitor and authorize expenditures in accordance with established limitations and guidelines; assist with grant coordination and preparation, as assigned.
- Direct, organize, manage, and plan 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 the assigned program as needed.
- Establish and maintain collaborative and cooperative relationships and communications with teachers, administrators, and other personnel assigned in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- 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.
- Monitor, assess, and/or develop operations and activities of program, for educational effectiveness and operational efficiency; receive and respond to input concerning related needs; provide leadership in working with staff, school districts and other outside agencies.
- Oversee, develop 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.
- 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 division; 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.
- 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 technical expertise and assistance to school districts, departments within FCSS, administrators and others regarding ELA/ELD/HSS education and pathways.

- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Research and compile, assemble and evaluate a variety of technical information related to assigned program which serve to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to assigned program.
- 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.
- 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 ELA/ELD/HSS instructional programs; 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 honesty, 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 assigned supervisor and team members to ensure 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:

- Adult learning theory.
- Budget preparation and control.
- County Office organization, operations, policies, and objectives.
- Cultural diversity and socio-economic differences and impact on learning.
- Curriculum development, interpretation and application as related to ELA/ELD/HSS.
- Methods of organizing and maintaining team efforts.
- Research based strategies for improving instructional practice and student achievement in public and/or charter school programs.
- Strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies.
- 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:

- Determine and manage workload priorities and adjust assignments to meet established timelines, and complete assigned duties efficiently, effectively, and accurately.
- Comply with County Office policies and procedures.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Facilitate professional development for both small and large groups. Train and provide work direction and guidance to assigned personnel.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- 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.

EXPERIENCE:

- Five years increasingly responsible experience providing supervision and leadership in the areas of English Language Art, English Language Development, and/or History Social Studies.
- Experience in the instruction and oversight of English Language Arts, English Language Development, and/or History Social Science.
- Experience working with Title I Program Improvement Schools preferred.
- Experience with technology integration in content teaching preferred.
- Experience serving English Learners is preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service 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.
- Virtual Platform.

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: 07/01/2013

Revised: 05/17/2016; 04/07/2021; 07/01/2023