

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – FOSTER & HOMELESS YOUTH EDUCATION SERVICES

BASIC FUNCTION:

Under the direction of the Executive Director, Educational Programs, plan, organize, direct, supervise and implement the daily operations and activities of the Foster and Homeless Youth Education programs for the Office of the Fresno County Superintendent of Schools (FCSS); enhance the educational effectiveness, efficiency and increase the capacity of services offered to Foster and Homeless Youth; improve academic outcomes for students in foster care and/or homeless; serve as the liaison to the FCSS Accountability, Compliance & Grants - Data, Strategy & Improvement team; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with personnel and outside organizations to coordinate and direct activities and programs, resolve issues and conflicts and exchange information; collaborate with school district staff, students, placing agencies, organizations, juvenile court, community partners and other external agencies to coordinate program implementation; maintain communications and organization with a variety of county office and school district departments to ensure efficient and accurate program objectives.
- Conduct research and investigations on behalf of the County Superintendent regarding Foster and Homeless Youth.
- Develop and monitor contracts/agreements with partnering agencies as assigned; monitor scope of work for completion.
- Develop and oversee budget development and grant funding for Foster and Homeless Youth; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Develop, plan, organize, and coordinate Foster and Homeless Youth systems, as assigned.
- 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 program activities at school district or other locations and provide assistance as required; prepare and maintain correspondence and reports relating to program activities; ensure smooth and efficient school district program activities.
- Organize and participate in assigned Data, Strategy & Improvement meetings and activities; collaborate with identified school districts, and other FCSS department leads in order to provide technical assistance, expertise, and information to school districts regarding the Data, Strategy & Improvement processes.
- Oversee the development and planning of professional development and/or training; organize and conduct trainings for school district staff, students, placing agencies, organizations, juvenile court, and/or community partners; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversee and approve purchase orders and outgoing correspondence; prepare service agreements, financial reports, student data reports and other records and reports for internal and external personnel/agencies.

- 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.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation 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.
- 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, and 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; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators, placing agencies, juvenile courts, and community partners 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:

- 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:

- Administrative and training skills in planning and organizing work, maintaining schedules and timelines.
- Budget preparation and control.
- Current developments, literature, and varied sources of information regarding Foster and Homeless Youth Program Services oversight, education program delivery and operations.
- Planning, organization, control and direction of operations and activities of the Foster and Homeless Youth program.
- Principles and practices of administration, supervision and training.
- Public relations and speaking techniques.
- Record-keeping and report preparation techniques.
- Teacher and Support Staff Professional Development
- The function and mandates of assisted program(s).
- 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:

- Coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Meet schedules and timelines.
- Monitor program activities at various district locations.
- Prepare comprehensive narrative and statistical reports.
- Provide technical expertise, information and assistance to county office and district personnel, various committee representatives and the Deputy Superintendent regarding assigned functions.
- 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 in program administration or related field preferred.

EXPERIENCE:

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

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Credential.
- Valid 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.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings

PHYSICAL DEMANDS:

Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; 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.

APPROVED:
Effective: 07/01/2019
Revised: 07/01/2023