

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – LOCAL CONTROL ACCOUNTABILITY PLAN AND COMPLIANCE

BASIC FUNCTION:

Under the direction of the Executive Director, Accountability, Compliance and Grants (AC&G), plan, develop and lead the operation, activities, and monitoring for the office of the Fresno County Superintendent of Schools (FCSS) of the Local Control Accountability Plan (LCAP), Federal Program Monitoring (FPM), and other compliance activities as assigned; 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:

- Direct and organize the facilitation and writing of the LCAP; in collaboration with FCSS departments, including but not limited to, finance, court schools and special education; respond to requests from the California Department of Education (CDE) in the approval process for the county office LCAP; work collaboratively with court schools and dependent charters to accomplish the requirements in development, with stakeholder input, including public hearings and presentations to the Fresno County Board of Trustees.
- Direct and organize the technical assistance and approval process of the LCAP in identified Fresno county school districts; provide consultation and technical assistance in district LCAP development; collaborate, consult and provide technical support to individual district administrative teams, as requested and/or required.
- Direct, organize, manage and plan the budget activities of the LCAP and Compliance and other budgets, as assigned; direct and authorize approved expenditures, the preparation and maintenance of various narrative and statistical reports, records and files related to assigned activities; prepare year-end and other reports and documentation related to assigned activities, as needed.
- Provide technical expertise to Fresno County districts and FCSS departments and administrators regarding any requirements and/or updates on federal and/or state program compliance and monitoring activities, Every Student Succeeds Act (ESSA) and other assigned functions including the scheduling, preparation of evidence and reporting; assist in the formulation and development of policies, procedures, guidelines and programs.
- Represent the county office at local, regional, State and Federal meetings, conferences, in-services, boards, councils, and events regarding the LCAP, and Federal Program Review.
- 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 organization and Educational Services Division by consistently maintaining cooperative and effective working relationships with others.
- Respond to public and/or auditor requests for information regarding LCAP, ESSA, Local Control Funding Formula (LCFF), or FPM, as received; collaborate with Legal Services Department as needed.
- 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:

- Budget preparation and control.
- 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.
- Local Control Accountability Plan legislation, regulations and CDE implementation guidelines.
- Methods of organizing and maintaining team efforts.
- Practices and procedures for team building and staff development activities.
- Principles and practices of administration, supervision and training.
- Public relations techniques.

- Local Control Funding Formula regulations and CDE implementation guidelines.
- Record-keeping techniques.
- Report writing techniques.
- 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:

- Complete all assigned duties efficiently, effectively and accurately.
- Maintain records and prepare reports.
- Manage time effectively.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction and guidance to assigned personnel.
- Analyze 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 education or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience working with Federal and State Categorical Programs.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Clear Teaching 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:08/05/2014

Revised: 07/01/2018; 07/01/2023