

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – MIGRANT EDUCATION

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Educational Programs, plan, develop, lead and oversee the operation, and activities within Migrant Education; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, direct and oversee services to school districts; create, interpret oral and written program communications in English and designated second language; Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- 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; oversee and approve purchase orders and financial documents as assigned.
- Establish and implement 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.
- Establish and maintain collaborative and cooperative relationships and communications with county and district superintendents, administrators, directors of categorical programs and other personnel assigned to supporting Migrant Education and the Federal Program Monitoring (FPM) process.
- Plan, coordinate, oversee and/or participate in a variety of meetings, committees, trainings, workshops and/or conferences related to Migrant Education; interpret and present communications, materials and information in English or in designated second language concerning programs, services, operations, and activities as needed.
- Oversee 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.
- Oversee and direct the preparation and maintenance of a variety of narrative, statistical reports, records and files related to assigned personnel and program activities; prepare service agreements, financial reports, student data and reports as assigned.
- 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 Migrant Education; maintain communication with a variety of county office departments and school districts to ensure efficient and accurate program objectives, resolve issues and conflict and exchange information; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within Migrant Education; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities and programs for compliance with established policies, procedures, rules and regulations and to ensure educational effectiveness and operational efficiency.
- Provide complex technical information and assistance to the Executive Director, Educational Programs, regarding needs, issues and progress related to the Migrant Education Program.

- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within Migrant Education; 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, committees, boards, councils, educational panels and events regarding Migrant Education.
- 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.
- Respond to county office personnel, school district administration or public requests for information as assigned; assist in the development and implementation of programs, functions, policies and procedures to enhance educational effectiveness and operational efficiency in accordance with the State Service Delivery Plan; collaborate with internal departments, including but not limited to, 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.
- 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.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning Migrant Education.
- 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:**

- Budget preparation and control.
- County office and district program compliance issues, regulations and procedures.
- Methods, practices, terminology and procedures used in the administration of migrant education services and the promotion of education for children of all ages.
- Principles and practices of administration, supervision and training.
- Public relations and speaking techniques.
- Record-keeping and report preparation 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:**

- 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.
- Interpret oral and written communications in designated second language.
- Meet schedules and timelines.
- Monitor program activities at various district locations.
- Plan and organize work.
- Plan, organize, control and direct operations and activities of Migrant Education.
- Prepare comprehensive narrative and statistical 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.
- 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 (EXAMPLE STANDARDS):**

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

### **EXPERIENCE:**

- Five years increasingly responsible experience in Migrant Education.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**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.
- Read, speak, translate and/or write in a designated second language.

**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: 07/01/2023