

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR – CRADLE TO CAREER

BASIC FUNCTION:

Under the direction of the Director, Cradle to Career (C2C), plan, organize, coordinate, assess, and implement the operations and activities of C2C; improve cross sector partnerships with collaborative action networks along the cradle to career continuum while prioritizing Preconception to Age 5 (P5); build bridges and cultivate partnerships with community leaders, community members and families; enhance educational effectiveness and efficiency of the Fresno County Superintendent of Schools (FCSS) to improve student well-being and academic success in alignment with the Fresno County Community Agenda; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist the Director C2C, with activities and efforts related to horizontal and vertical alignment and coherence across the continuum from Preconception to Career; improve the coordination and alignment of policies, practices and resources for sustainable cross sector systems change.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Coordinate communication, data, and resources to ensure smooth and efficient progress toward improved outcomes with and among the cross sector collaborative partners; identify and attract potential partners to provide support and services to C2C initiatives.
- Facilitate collaboration and active engagement of diverse partners from diverse sectors including, but not limited to, Preconception to 3, Early Learning, K-12 education, government and public agencies, health, housing, businesses, higher education, justice, philanthropy, and community benefit organizations.
- Facilitate efforts to support and sustain shared vision, collaborative relationships, and mutual accountabilities between C2C partners and collaborative action networks, prioritizing Preconception to 5 networks.
- Plan, organize, coordinate, and implement alignment efforts across programs and initiatives within C2C; enhance the impact of collaborative strategies developed based on P5 Strategic Framework; improve outcomes and system indicators in support of improved birth and academic outcomes.
- Plan, organize, coordinate, and implement the operations and activities of C2C and P5 Strategic Framework to enhance educational effectiveness and efficiency of the FCSS to increase capacity and improve the quality of interventions; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to C2C, projects, compliance, staff development, assigned duties and collaborative systems change efforts occurring with C2C Partners to ensure advancements within StriveTogether's Theory of Action.
- Provide leadership in the formulation of a network governance structure, practice improvement framework and sustainability plan for the Preconception to 5 initiatives.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to C2C; participate in the development, implementation and evaluation of program 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.
- 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 your own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic budget preparation and control.
- Fresno County Community Agenda.
- Principles and practices of group facilitation, collective impact work, and systems alignment tools affiliated with Continuous Improvement and/or Results-Based Facilitation.
- Project Management.
- Research methods, grant and/or report writing and record keeping techniques.
- StriveTogether Theory of Action.
- System Interventions from 0-5.
- 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:

- Champion changes and effectively manage the implementation of new ideas and new ways for operation of program.
- Communicate effectively both orally and in writing to large and small groups of personnel, educators, community leaders, and the community at large.
- Cultivate network of trusted civic partners across various communities centered around collaborative action networks.
- Deliver oral presentations using effective applications and software, such as PowerPoint, Google Slides, and Keynote.
- Encourage collaboration with other national StriveTogether communities.
- Establish and maintain cooperative and effective working relationships with others.
- Establish rapport with cross sector collaborative partners.
- Lead effective interactions with diverse populations, including but not limited to race, ethnicity, language, and culture.
- Maintain current knowledge of C2C initiatives.
- Plan, organize and coordinate projects related to the C2C partnerships.
- 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:

- Four years of increasing responsible experience to demonstrate the knowledge, and abilities listed above.
- Experience in systems change 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 your 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