

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR – DATA STRATEGY & IMPROVEMENT

BASIC FUNCTION:

Under the direction of the Executive Director, Accountability, Compliance and Grants (AC&G), plan, organize, and lead the daily activities and operations of strategic systems improvement to enhance system effectiveness and efficiency at the Fresno County Superintendent of Schools (“FCSS”) and with its partners, including activities related to the Statewide System of Support; represent the county office as a facilitator, liaison, and resource, both internally and externally; provide extensive expertise and skills to guide school district leaders and community partners to make informed data-driven decisions for instructional, administrative and program supports and services to Fresno County students; provide support and direction for research activities associated with educational programs; 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:

- Collaborate with administrators, legal counsel, and community partners to develop and implement necessary data sharing agreement(s) to support the exchange of information between agencies; determine the role, level of access to data, purpose, and format for each organization.
- Collaborate with the California Collaborative for Educational Excellence (CCEE), California County Superintendents, State Board of Education (SBE) and Curriculum & Instruction Steering Committee (CISC) for trainings and events regarding Data, Strategy & Improvement.
- Develop a common understanding of critical data elements to assist the county office and partnering agencies in identifying areas for resource allocation, referral processes and to understand the effectiveness of the collaborative actions; lead and guide the development of cross-sector datasets to answer specific problem of practice/research questions; disseminate actionable data reports and ensure the usefulness of said data to community partners.
- Develop and conduct training related to data implementation, use and governance.
- Direct and organize the facilitation of the Differentiated Assistance activities and reports; collaborate with identified school districts and other FCSS departments as needed; Direct and organize the Williams Lawsuit Settlement Agreement activities.
- Engage with a wide range of internal and external partnerships to build a transparent culture that values linking and sharing data between early childhood and K-12 systems.
- Ensure the data system structures are in place to effectively manage, link, analyze, and share pooled data to take action to support children’s success.
- Establish and maintain positive relations with district superintendents, administrators, collaborating agencies and community partners to support vision and enhance connectivity between entities.
- Establish and/or revise data governance policies and standards for leaders, community partners, and families; work with partners to increase the ability of the community to utilize data effectively; lead the development of strategic plans pertinent to data quality, integrity, security, and confidentiality by establishing goals and recommending policy related to data governance; plan and direct the development of documentation and training materials; lead internal and external training.

- Initiate, oversee, and conduct research on educational programs; respond to research and evaluation requests from districts; contract with districts or organizations to conduct research or evaluation work.
- Oversee budget development in assigned area; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Plan, coordinate and communicate with administrators, personnel, and outside organizations to implement specialized activities and programs in support of schools, districts and partner organizations throughout the county and state as assigned; 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 the assigned division.
- Provide technical expertise, information, and assistance to school districts regarding the Differentiated Assistance and CSI processes and requirements, including but not limited to Improvement Science, strategic improvement planning and other activities to improve student outcomes.
- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division. Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions.
- Respond to public and/or auditor requests for information regarding DA and Williams; collaborate with Executive Director and Legal Services Division 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; ensure 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:

- California Accountability Dashboard and Statewide Systems of Support
- Current academic requirements of early childhood, K-12 systems and state academic standards and assessments.
- Data analysis and/or reporting using data management and manipulation software systems such as Microsoft Excel and Access.
- Data visualization tools and applications.
- Effective strategies for establishing and maintaining positive relationships with outside agencies and community partners.
- Group facilitation and instructional techniques.
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Improvement Science.
- LCFF regulations and CDE implementation guidelines.
- Methods of organizing and maintaining team efforts, including practices and procedures for team building and staff development activities.
- Record-keeping techniques.
- Report writing techniques.
- Williams Lawsuit Settlement Agreement requirements.
- Williams legislation, regulations and CDE/CCSESA implementation guidelines.
- 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.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate strong attention to detail and analytical skills.
- Facilitate and negotiate resolution of complex issues and varying interests.
- Lead and collaborate with outside agencies and community partners to ensure an integrated process.

- Maintain records and prepare reports.
- Manage large scale projects and prioritize work across agencies; manage multiple priorities and complex tasks.
- Manage time effectively.
- Meet schedules and timelines.
- Plan and organize work.
- Problem solve and present recommendations with clarity.
- 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 education, or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience working in the field of education, school district and/or county office of education.
- Experience with database management, visualization, and technology tools such as Tableau, Statistical Package for Social Sciences (SPSS), R, Structured Query Language (SQL) coding and Extract, Transform, and Load (ETL) activities preferred.

LICENSURE AND OTHER REQUIREMENTS:

- 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 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