

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – RURAL TEACHER RESIDENCY

BASIC FUNCTION:

Under the direction of the Director, Teacher Development, plan, organize, coordinate and implement the operations and activities of the Rural Teacher Residency Program, function or instructional area to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS) and its services to school districts; expand programs and services for underserved and underrepresented populations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and support the Rural Teacher Residency Program recruitment efforts and monitor admissions processes.
- Assist with course scheduling recommendations for faculty load and university instructional coach placement.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Collaborate with internal and external partners to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations.
- Collaborate with university faculty and district partners to deliver curricula and/or professional learning aligned with the mission and vision of the residency partnership; coordinate professional development and curriculum alignment.
- Communicate and liaise with FCSS administrators, personnel, governmental agencies, outside organizations, and the public to coordinate activities and programs to enhance the Rural Teacher Residency Program, exchange information and resolve issues or concerns.
- Communicate with community partners program requirements, program expectations of residents, mentors and coaches and program impact through data collection and analysis.
- Complete duties to support programs within Teacher Development as assigned.
- Contact school districts, charter schools, and private schools to promote program, functions, activities, goals and objectives; coordinate and arrange for advertisements and other publicity, as assigned.
- Coordinate communications, information and resources to ensure smooth and efficient activities of the Rural Teacher Residency program, training and support; collaborate with administrators, personnel, residency partners, faculty, counselors and outside agencies and others in the development and implementation of related programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special long and short-term projects.
- Coordinate the planning, development, training and other staff development activities, as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; coordinate meetings, committees and special events and services, as assigned.
- Develop a marketing, outreach, and communications strategy to build awareness of and support for the Rural Teacher Residency Program.
- Develop relationships with residents and mentor teachers; facilitate collaboration between resident and mentors; support residents in navigating program logistics and expectations.

- Monitor and assess operations and activities of the Rural Teacher Residency Program for educational effectiveness and operational efficiency.
- Plan, organize, coordinate and implement the operations and activities of the Rural Teacher Residency Program to enhance educational effectiveness and efficiency of the County Office; 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 programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Provide technical information and assistance to the Director, Teacher Development regarding needs, issues and progress related to the Rural Teacher Residency Program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Receive and respond to staff and public input concerning related needs; assist in the development and implementation of programs, functions, policies and procedures to enhance educational opportunities for students.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to the Rural Teacher Residency program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Support and monitor the development of high-quality, well-prepared teachers in the cohort; design, develop and implement residency programs and services; aid in facilitating the Rural Teacher Residency Program.
- Support K-16 pathway in developing a diverse teacher recruitment effort and support services in conjunction with local higher education institutions.
- 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.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public, charter schools and/or faith-based 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:

- 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:

- Basic budget preparation and control.
- Cultural and socio-economic differences and impact on families.
- Curriculum interpretation and application in assigned program or instructional area.
- Current knowledge and changing trends in educational rural residency programs.
- Public speaking techniques.
- Record-keeping techniques.
- Report writing techniques.
- Learning theory, curriculum instruction, and assessment.
- Policies and objectives of assigned programs and activities.
- Principles, procedures and techniques in the development and implementation of professional development, staff development and/or training activities.
- Research methods and 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:

- Coordinate communications, information, personnel and resources to ensure smooth and efficient activities within the Rural Teacher Residency Program.
- Meet schedules and timelines.
- Plan and organize work.
- 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 teaching experience in a K-12 setting.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear Teaching and/or Clear Service Credential.
- Valid California Administrative Services Credential preferred.
- 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:12/29/2023