

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 122
EXEMPT

ASSISTANT SUPERINTENDENT – EDUCATIONAL INNOVATION AND SUPPORT

BASIC FUNCTION:

Under the direction of the County Superintendent, plan, design, organize, control, monitor and direct the activities, operations, and initiatives of assigned departments within the Educational Innovation and Support Division; provide administrative leadership, organization and supervision; implement fiscal and program requirements; represent the Office of the Fresno County Superintendent of Schools (“FCSS”) as a facilitator, liaison, and resource; oversee FCSS competitive grants; formulate and develop instructional and accountability systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise and consult personnel and community partners on requirements and updates in relation to Every Student Succeeds Act (ESSA).
- Collaborate and communicate with Local Education Agencies (LEAs), administrators, personnel, school district representatives, and outside agencies to exchange complex and information; oversee the coordination of programs, activities, and events in assigned division; ensure service levels of the Educational Innovation and Support Division meet the needs of Fresno County students and their families.
- Confer with division staff, management personnel and the County Superintendent to identify and resolve problems, conflicts, and controversies for students, parents, and personnel.
- Develop and coordinate staff development activities for division and departmental staff; identify areas of improvement; develop procedures for enhancements in support of professional learning.
- Develop and implement systems, policy recommendations, standards and procedures pertaining to the Educational Innovation and Support Division and the overall organization; ensure compliance with a variety of federal, state, and local laws, rules, and regulations.
- Develop, organize, prepare, and plan all funding and budget activities of the Educational Innovation and Support Division including, but not limited to, review and preparation of the annual preliminary budget; authorize approved expenditures; review related budgetary and financial data and ensure expenditures are in accordance with established limitations; develop, review, and approve grant coordination as required.
- Direct and oversee activities regarding the research, compilation, and evaluation of a variety of highly technical information related to departments/programs.
- Direct program services, work plans, funding, financial record keeping, staff development and other activities as required to meet program needs; ensure activities comply with established policies, procedures, ordinances, rules, and regulations.
- Direct state and/or federal data collection efforts throughout Fresno County; communicate information and activities associated with the state data collection tool.
- Direct technical assistance and analysis activities on the California Accountability Dashboard to FCSS staff and districts.
- Direct the development, implementation and evaluation of program and education documents.
- Direct training for administrators and teachers on the California assessment and accountability activities and requirements; interpret test requirements and technical support in the implementation of testing programs.

- Direct, organize and plan FCSS district level programming, including student data, compliance, and state level testing activities.
- Direct, organize, manage, and plan the preparation and maintenance of various narrative and statistical reports, records and files related to personnel and assigned activities; prepare state and federal reports and documentation related to assigned programs.
- Ensure the delivery of high-quality support services to school districts, schools, school-site leaders, staff, parents, and community members; develop partnerships with business and community partners.
- Formulate superintendent policies and priorities; direct the implementation of superintendent policies and priorities relating to assigned division and departments.
- Oversee analysis of a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement.
- Oversee Charter Schools, Data Strategy and Improvement, FCSS as a District, K-12 Support Programs, Local Control Accountability Plan (LCAP) and Compliance, Regional Community School, the Safe and Healthy Kids Department and its Expanded Learning Program, Legislative Advocacy, CALPADS, state testing, student information systems, and district compliance; manage and direct program activities including staff supervision, budget development, grant funding, meetings, events and other related activities to ensure accurate reporting and state and federal compliance; monitor activities for compliance with established policies, procedures, rules and regulations.
- Oversee FCSS, state and/or federally funded competitive grants as assigned by the County Superintendent; ensure components of the grant are fiscally sound; ensure reports and financial transactions occur in a timely manner.
- Oversee the advanced and/or specialized training in the services delivered by assigned departments within the Educational Innovation and Support Division.
- Oversee the Community Information Exchange efforts; collaborate with school district superintendents, administrators, and agency partners.
- Oversee the determination of resource allocation and levels of service according to established policies.
- Provide direction for program evaluation activities for internal and external funded projects.
- Provide leadership to ensure County Superintendent goals, beliefs and policies are clearly communicated and implemented; significantly contribute to formulating FCSS policies; support the development of management positions with respect to employer-employee relations.
- Provide technical expertise to the County Superintendent, Executive and Full Cabinet members, administrators, staff, outside organizations and community partners concerning program operations, functions, and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related goals, objectives, laws, codes, regulations, policies, and procedures; participate in the development and interpretation of legal documents relevant to the applicable department.
- Represent the county office at various meetings with federal, state, regional and local officials regarding current and future policy and procedural aspects of the services, programs, and functions assigned.
- Review and approve grant proposals; provide technical assistance with departments on grant development and submissions.
- Seek out grant opportunities aligned with county office goals and objectives.
- Serve as a member of the County Superintendent's Executive Cabinet.
- Serve as a member of the County Superintendent's Full Cabinet.
- Support administrators and school site leaders by providing accurate and timely information regarding state and federal legislation.

- 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, administrators, directors, and coordinators, 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 for 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:

- Budget administration, preparation, and control.
- Communications strategies in critical situations, both orally and in writing.
- Federal and state grant process, management, and oversight.
- Fiscal procedures, policies, and methods of a school district.
- K-12 education policies and issues.
- Laws and regulations that determine educational policies and practices.
- Legal mandates, regulations, and guidelines pertinent to administer a comprehensive instructional program throughout the county office.
- Principles of management and supervision.

- Principles, trends, methods, strategies, and procedures pertaining to instructional services and staff development systems and programs.
- Record keeping and report writing techniques.
- State legislative process, activities, and operations.
- 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 areas.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate and direct communications, information, and staff to meet county office instructional program needs and ensure smooth and efficient division and department activities.
- Direct, organize and oversee funded grants that are held by the county office.
- Direct, organize and plan the student assessment programs conducted by the county office.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain records and prepare and analyze comprehensive narratives and complex reports.
- Meet schedules and timelines.
- Prepare and deliver oral presentations.
- Provide leadership, plan, organize and direct the service and staff functions of a large, complex educationally oriented service organization.
- Review and participate in program evaluations and monitor reports pertaining to instructional services in assigned division and departments.
- Write, interpret, and evaluate grants applications, program documentation and certification material.
- 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 in Education or related field.
- Master's degree preferred.

EXPERIENCE:

- Six years administrative experience managing educational programs and functions.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Services Credential.

- Valid California 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: 12/18/2023