

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9876
EXEMPT

UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) PLANNING CONSULTANT I

BASIC FUNCTION:

Under the direction of the Senior Director, Early Care and Education (ECE), plan, organize, coordinate, and implement the operations and activities for Universal Transitional Kindergarten (UTK) implementation and rollout of UTK to Fresno County schools; provide consultation and staff development to teachers, administrators, and schools sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist Fresno County school districts to plan, coordinate and implement the operations, activities, educational services, and support functions for the implementation of UTK; monitor, evaluate and adjust activities in response to district and stakeholder needs.
- Collaborate with Senior Director and administrators who plan courses of study to be used in Fresno County schools, and/or research connected with the evaluation or efficiency of the UTK implementation; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate communication, information, and resources to meet district and stakeholder needs; develop, lead and coordinate networks for UTK implementation.
- Coordinate with school administrators in planning and developing school activities related to UTK implementation.
- Examine, select and provide in-service training for teachers, counselors, administrators, principals, or other similar personnel involved in the UTK implementation.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to the specialized content area/programs, functions and instructional areas.
- 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.
- Plan, coordinate and implement programs to enhance educational effectiveness and efficiency in California schools; assist in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all UTK students.
- Provide consultation and technical assistance to districts and stakeholders with grant writing for UTK funding.
- Provide detailed and technical information to districts and stakeholders concerning UTK standards, requirements, principles, practices, laws, codes and regulations.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to UTK; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Serve as a content area specialist and provide highly specialized consultative services; provide detailed and technical information, including, but not limited to, visiting districts to monitor activities and assist stakeholders; respond to inquiries concerning related functions, curriculum, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures.

- 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.

KNOWLEDGE OF:

- California Department of Education (CDE).
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to assigned content area.
- Preschool Learning Foundations and Curriculum Frameworks.
- Desired Results Development Profile (DRDP) and other ECE measurements.
- Early Childhood (ECE) and K-12 systems.
- Universal Transitional Kindergarten (UTK).
- 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:

- Establish and maintain partnerships.
- Provide consultation and assistance to school districts regarding UTK and ensure compliance with standards and requirements.
- Maintain current knowledge of educational methods, practices and standards related to UTK.
- 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.
- 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.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

- At least five years increasingly responsible experience working in field related to assigned program, function or instructional area.
- School administration or supervision working in the field related to assigned program
- preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or 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: 01/01/2022

Revised: 11/29/2023