

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED MANAGEMENT POSITION**

JCN: 192  
EXEMPT

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### **ASSOCIATE DIRECTOR – STATE & FEDERAL PROGRAMS**

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#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Educational Innovation & Support, perform a variety of duties relating to the development and implementation of the Fresno County Superintendent of Schools ("FCSS") categorical programs as outlined by the California Department of Education ("CDE") and the United States Department of Education; provide leadership, direction and staff assistance in the planning, development, coordination, evaluation, and research of State and Federal programs, projects and grants within county-operated programs; provide support to other state or federal categorical programs and compliance requirements, including monitoring expenditures; facilitate the writing and implementation of the FCSS Local Control Accountability Plan ("LCAP") and other state and federal mandated plans.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Act as a liaison among coordinators, site administrators, teachers, support staff, parents, and other community partners, as assigned in the coordination of state and federal resources to ensure student academic needs are met.
- Attend webinars, conferences and workshops to support the schools and the Local Educational Agency ("LEA") with Every Student Succeeds Act ("ESSA") regulations and compliance to keep current on laws, regulations, and guidance requirements pertaining to categorical programs.
- Calculate, prepare and revise budgetary data as needed; ensure expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions and amendments to sites receiving state and federal categorical funds, including Title I.
- Communicate with the CDE, county office personnel, schools and various outside agencies to exchange information and resolve issues or concerns.
- Coordinate with site program leads and their fiscal departments regarding planning and aligning budgets with position control, Consolidated Application and Reporting System ("CARS"), and expenditure reporting requirements as necessary to maintain program compliance.
- Develop, analyze, maintain and monitor budgets, including review of expenditures, accounting transactions, fund balances and expenditure control.
- Ensure categorical budgets remain aligned and updated with school and LEA plans throughout the year, and allocations are appropriately expended by monitoring program activities and expenditures.
- Facilitate the planning, developing and writing of the county-operated programs Local Education Agency Plan (LEAP) also known as the LCAP Federal Addendum Local Control Accountability Plan (LCAP), School Accountability Report Card (SARC), Comprehensive Support and Improvement (CSI), and ensuring annual updates to all these plans including the Single School Plans for Student Achievement (SPSA) in order to maintain compliant programs
- Maintain and prepare for submission all required documentation for state and federal categorical programs including financial and other accountability reports to the California Department of Education to ensure program compliance with all state and federal laws.

- Provide professional development for school site staff on the data monitoring system working closely with specialists and principals to ensure that state and local assessments are uploaded in a timely manner.
- Provide sound guidance to the Assistant Superintendent of Educational Innovation and Support and program managers regarding fiscal and program aspects of special projects and categorical programs.
- Serve as a resource for and provide assistance to the school site leadership teams in conducting on-going state and federal program monitoring and planning related to the programs.
- Support FCSS programs in establishing and managing compliant LEA and school categorical program allocations.
- Support Title I schools to meet requirements regarding School Site Councils and the Single Plan for Student Achievement ("SPSA")
- Work collaboratively with appropriate school staff and/or managers to develop programs, services and budgets using state and federal categorical funds which meet the state mandates and federal program monitoring ("FPM") requirements.
- 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, and 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:**

- 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 practices.
- Categorical Programs
- Consolidated Application and Reporting System ("CARS")
- Effective strategies for establishing and maintaining positive relationships with leadership within county-operated programs, CDE and other state agencies.
- Effective strategies for improving student achievement within county-operated programs.
- Every Student Succeeds Act ("ESSA").
- Federal and state Title Regulations and Categorical programs.
- FPM legislation, LCAP legislation, Education Code, California Code of Regulations, OMB Guidance, and California Department of Education (CDE) implementation guidelines, CALPADS, California School Dashboard, and other data systems.
- Local Control Accountability Plan ("LCAP")
- Local Control Funding Formula ("LCFF")
- Presentation Software.
- Record keeping techniques.
- 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:**

- Ability to clearly communicate technical information to a wide variety of audiences.
- 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.
- Manage large scale projects and prioritize work across agencies; manage multiple priorities and complex tasks
- 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 preferred

### **EXPERIENCE:**

- Five years increasingly responsible experience working in Education Administration or field related to assigned program, function or instructional area.
- Experience with categorical programs, LCAP development, leadership, project management and budgeting preferred.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Clear Teaching 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 Date: 05/01/2024