

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – INCLUSIVE PRACTICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, coordinate and implement the operations and activities within the Inclusive Practices Department at the Office of the Fresno County Superintendent of Schools (FCSS); develop, manage, and optimize content strategies that promote inclusivity and diversity across all platforms; ensure all content aligns with the organization's values and commitment to creating an inclusive environment for all students; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the recruitment, retention, and support of students from diverse racial backgrounds to enroll and participate in various programs and offerings sponsored by the FCSS.
- 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 district partners, school site partners, and FCSS partners to develop culturally-responsive curricula and professional learning aligned with the focus and vision of the Inclusive Practices Department.
- Collaborate with internal and external partners to mitigate disparities in educational outcomes for priority populations from historically underserved and underrepresented communities.
- Collaborate with school site partners to identify areas for cultural growth and opportunities; provide culturally-responsive training and support through a cycle of inquiry to ensure implementation of training outcomes of pedagogy practices using an equity lens.
- Collaborate with administrators, personnel, pipeline 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 within the program.
- Collaborate with school sites and district partners to facilitate ongoing collection of data for evaluation and the design, implementation, and dissemination of research with the purpose of continuous improvement of the identified programs, grant applications, and conference session proposals.
- Collaborate with school sites, districts, and community partners to monitor information and resolve issues or concerns.
- Coordinate communications, information, and resources to ensure smooth and efficient activities; coordinate training and support.
- 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 and maintain appropriate contact with district level, school sites, agencies and community contacts.
- Develop a marketing, outreach, and communications strategy to build awareness of and support for the Inclusive Practices Department.

- Develop and implement plans to replicate effective best practices and procedures to expand departments/programs across districts throughout the county of Fresno.
- Monitor and assess implementation timelines, operations and activities of the department/program for educational effectiveness and operational efficiency.
- Plan, develop and implement program goals and services in accordance with grant requirements when applicable.
- 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 all materials and supplies related to meetings and other events or related activities.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to the related program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Provide support to leadership around dissemination of culturally responsive pedagogy strategies to ensure alignment of program implementation.
- 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.
- Refer and support students to counselors for academic advising, schedule, appointments and maintain related records.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Support K16 Careers in Education 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, and/or faith-based schools, using 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.
- Public speaking techniques.
- Record-keeping techniques.
- Report writing techniques.
- Learning theory, change theory, adult 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 department/program.
- Meet schedules and timelines.
- Monitor and assess operations and activities for educational effectiveness and operational efficiency.
- 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 increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear 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: 07/01/2023

Revised: 09/11/2023; 07/01/2024