

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 625  
EXEMPT

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### EXECUTIVE DIRECTOR – SYSTEM INNOVATION AND IMPROVEMENT

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#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Educational Innovation & Support Division, plan, develop, and lead the operations and activities of the System Innovation and Improvement (SII) department to enhance system effectiveness and efficiency at the Fresno County Superintendent of Schools (FCSS), and with its partners, including activities related to the Statewide System of Support; provide extensive expertise and skills to guide school district leaders and community partners to make informed data-driven decisions for instructional, administrative and program supports and services to Fresno County students; provide support and direction for research activities associated with educational programs; oversee FCSS competitive grants; oversee the Regional Community Schools department; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Collaborate and communicate with a Local Education Agencies (LEAs), and a variety of administrators, personnel, outside agencies, and school districts to coordinate programs, activities and to exchange information; ensure service levels of the System Innovation and Improvement (SII) department meets the needs of Fresno County students and their families.
- Collaborate with administrators, legal counsel, and community partners to develop and implement necessary data sharing agreement(s) to support the exchange of information between agencies; determine the role, level of access to data, purpose, and format for each organization.
- Collaborate with the California Collaborative for Educational Excellence (CCEE), California County Superintendents, State Board of Education (SBE) and Curriculum & Instruction Steering Committee (CISC) for trainings and events regarding data, strategy & improvement.
- Develop a common understanding of critical data elements to assist the county office and partnering agencies in identifying areas for resource allocation, referral processes and to understand the effectiveness of the collaborative actions; lead and guide the development of cross-sector datasets to answer specific problem of practice/research questions; disseminate actionable data reports and ensure the usefulness of said data to community partners.
- Develop and conduct training related to data implementation, use and governance.
- Develop and implement systems, policies, standards, and procedures of the SII department are in 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 SII department including, but not limited to, review and preparation of the annual preliminary budget; authorize approved expenditures; administer the preparation and maintenance of various narrative and statistical reports, records and files; 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 the development, implementation and evaluation of program and education documents.
- 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 data system structures are in place to effectively manage, link, analyze, and share pooled data to take action to support children's success.
- Establish and maintain positive relations with district superintendents, administrators, collaborating agencies and community partners to support vision and enhance connectivity between entities.
- Establish and/or revise data governance policies and standards for leaders, community partners, and families; work with partners to increase the ability of the community to utilize data effectively; lead the development of strategic plans pertinent to data quality, integrity, security, and confidentiality by establishing goals and recommending policy related to data governance; plan and direct the development of documentation and training materials; lead internal and external training.
- Facilitate the offering of program evaluation and improvement services, both internally and externally
- Oversee all federal and state competitive grant submissions by the county office.
- Oversee analysis of a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement.
- Oversee FCSS competitive grants as assigned by the Assistant Superintendent; ensure components of the grant are fiscally sound.
- Oversee technical assistance based on the California Accountability Dashboard to FCSS staff and districts.
- Oversee technical expertise, information, and assistance to school districts regarding the Differentiated Assistance and CSI processes and requirements, including but not limited to Improvement Science, strategic improvement planning and other activities to improve student outcomes.
- Oversee the collaboration and support for other Regional Technical Assistance Center (RTAC) leads including but not limited to technical support to COEs in the Central Valley Region.
- Oversee the delivery of a variety of networks and workshops designed to connect district leaders with job-alike peers around critical topics and best practices including but not limited to: Differentiated Assistance, Comprehensive Support and Improvement, Assessment, Community Schools, and Program Improvement.
- Oversee the facilitation of data, assessment, improvement, and technical assistance support to schools and districts to promote positive growth in student outcomes
- Oversee the facilitation of the CCSPP Grant activities and reports.
- Oversee 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.
- Plan, organize, control and direct the operations, activities within SII; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide administrative leadership, organization, and supervision.
- Provide direction for program evaluation activities for internal and external funded projects.

- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs within the assigned division.
- Provide oversight on state and federally funded competitive grants; ensure reports and financial transactions occur in a timely manner as needed.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; participate in the development and interpretation of legal documents relevant to the applicable department.
- 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.
- 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, coordinators, and assistant 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; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- 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 ABILILITES:**

**KNOWLEDGE OF:**

- Budgeting and financial record keeping practices.
- California County Office structure, programs, and offerings
- California Dashboard for accountability programs and assessments.
- California educational data and educational data systems, including but not limited to California Longitudinal Pupil Achievement Data System, Student Information Systems, Data Management Systems.
- California’s Systems of Support, including but not limited to Differentiated Assistance, Comprehensive Support and Improvement, and GeoLeads.
- Continuous Improvement and Improvement Science
- Federal and state grant process, management and oversight.
- Record keeping 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:**

- 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.
- Prepare and deliver oral presentations.
- Prepare comprehensive narrative and statistical reports.
- 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.
- Master’s degree preferred.

**EXPERIENCE:**

- Five years increasingly responsible experience working in continuous improvement, accountability, educational leadership or field related to assigned program, function or instructional area.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid Teaching and/or Services Credential.
- Valid California Clear 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 principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 11/01/2024