

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9843
NON-EXEMPT

WILLIAMS ACT AND COMPLIANCE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Innovation and Support, conduct site visits at schools identified by the California Department of Education (CDE) to ensure that students have access to quality curriculum and education, including but not limited to instructional materials; responsible for reviewing curriculum and instructional materials; provide guidance and support to school staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze student data to identify any disparities in access to educational resources.
- Compile summary data, as needed, for presentation to the Fresno County Board of Education and the Fresno County Board of Supervisors.
- Complete reports summarizing visits, inadequacies and follow-up requests as required to ensure compliance with Williams legislation.
- Conduct regular site visits to schools to assess compliance with the Williams Act.
- Provide technical assistance and support to school staff on Williams Act compliance.
- Report findings and noncompliance to the FCSS; recommend realistic plans to overcome findings.
- Review curriculum and instructional materials to ensure they are aligned with state standards and meet the requirements of the Williams Act.
- 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 Williams Act.
- Every Student Succeeds Act (ESSA).
- Research methods, report writing and record keeping 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:

- Analyze curriculum and instructional materials for alignment with state standards and legal requirements.
- Analyze student data to assess equity and access to resources.
- Conduct thorough site visits and document findings accurately.
- Explain complex legal requirements in a clear and concise manner.
- Interpret and apply the California Williams Act And related regulations.
- 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:

- High School Diploma, General Education Degree (GED) or State High School Proficiency Certificate.
- Bachelor's degree preferred.

LICENSURE AND OTHER REQUIREMENTS:

- 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.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.

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: 07/01/2024