

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 124
EXEMPT

ASSOCIATE DIRECTOR – CALPADS & ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Director of CALPADS & Accountability, provide support to the Fresno County Superintendent of Schools (“FCSS”) and support for Fresno County districts in the use of CALPADS and connection to state and federal programs and accountability. Serve as a facilitator for data used to support the Local Control Accountability Plan (LCAP), Federal Program Monitoring (FPM), state and federal programs, program compliance, state data collection systems, technical assistance regarding the Local Control Funding Formula (LCFF) and other activities as assigned. Provide technical information and assistance to the departments within the Fresno County Superintendent of Schools (FCSS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with the Director, CALPADS & Accountability to develop policies and procedures related to CALPADS data and accountability.
- Identify opportunities to improve CALPADS processes and data quality; collaborate with the Director and technology staff to implement system enhancements.
- Participate in the development, implementation and evaluation of the assigned CALPADS & Accountability programs; prepare, develop and distribute related training, support and informational materials as necessary.
- Partner with the Director and team to ensure effective communication and collaboration with district superintendents, administrators, directors of categorical programs, and other personnel related to CALPADS and Accountability.
- Plan, organize, coordinate and implement the operations and activities of the FCSS CALPADS & Accountability and ensure that the programs comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Receive and respond to input concerning related needs; provide leadership in working with staff, school districts and other outside agencies.
- Research, compile, assemble, and evaluate technical information related to assigned CALPADS program areas to improve administrative, faculty, and staff understanding of relevant educational practices, curriculum standards, guidelines, and requirements.
- Serve as a technical resource for Fresno County Districts and FCSS departments on CALPADS activities, providing expertise and support on requirements, updates, training, scheduling, evidence preparation, and reporting.
- Stay current on best practices in data management, accountability, and CALPADS regulations through professional development activities; assist with communicating CALPADS updates, reporting deadlines, and accountability 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:

- Drive a vehicle to conduct work, using own transportation.
- May be required to work a flexible schedule to attend evening and/or weekend meeting, workshops, trainings and/or conferences.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State and federal accountability structures.
- College and career readiness, specifically, graduation requirements and general understanding of Career Technical Education (CTE) pathways.
- General understanding of the LCAP and federal programs e.g. Title I and Title III.
- CALPADS and other relevant software systems.
- CALPADS regulations and reporting requirements.
- Cultural diversity and socio-economic differences and impact on families.
- Data management, analysis, and reporting.
- Effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, the California Department of Education (CDE) and other state agencies.
- Effective strategies for improving student achievement in traditional public and/or charter school programs.
- Program interpretation and application in the assigned program.
- Practices and procedures for team building and staff development activities.

- Record keeping techniques.
- Report writing techniques.
- Presentation Software
- 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:

- Determine and manage workload priorities and adjust assignment to meet established timelines, and complete assigned duties efficiently, effectively and accurately.
- Maintain records and prepare reports.
- Prepare and deliver oral presentations and trainings or workshops.
- 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 in education or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience working in Education Administration or field related to assigned program, function or instructional area.
- Working with CALPADS & Accountability preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Clear Teaching and/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:03/01/2025