

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUPERVISORY POSITION

JCN: 289  
RANGE: 158  
EXEMPT

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### MIGRANT EDUCATION SUPERVISOR – INSTRUCTIONAL SERVICES

#### **BASIC FUNCTION:**

Under the direction of the Director, Migrant Education, perform professional and highly complex duties involved in establishing, analyzing and maintaining Migrant Education supplemental intervention programs and special projects; participate in the development, implementation and evaluation of designated program outcomes and procedures for eligible migratory students which may include the regular and summer/intersession academic services and activities of an assigned program as assigned; provide, consultation and technical assistance as assigned; and supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

- Assist in the development, implementation and analysis of Migrant Education policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet department needs.
- Assist the director with communications with other administrators, personnel, outside organizations and the public to coordinate activities and programs and exchange information, including assisting with the Federal Program Monitoring (FPM) activities.
- Compile and analyze a variety of information; prepare and maintain a variety of records, reports and files related to the completion of goals and objectives and activities outlined in the Migrant Education Service Delivery Plan † and other assigned activities.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; participate in the development of programmatic reports and summaries relative to Migrant Education Projects and Programs as assigned.
- Coordinate and direct communications, information and staff to meet Migrant Education needs and ensure smooth and efficient department activities; ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality; direct the preparation, analysis, process and distribute departmental correspondence, forms and documents.
- Coordinate, organize and support the direction of operations and activities related to the implementation and evaluation of designated Migrant Education Program as assigned; direct selection, orientation, placement and staff development activities to meet Migrant Education needs.
- Perform professional and highly complex duties involved in establishing, analyzing and maintaining selection, orientation, training and support of classified and certificated personnel; resolve personnel-related issues and concerns with discretion and confidentiality; ensure Migrant Education office activities comply with established laws, codes, regulations, policies and procedures.
- Plan and conduct research and develop program descriptions in accordance with program needs; participate in the coordination and implementation of staff development activities.
- Plan, develop and implement workshops and other staff development activities for county office employees; prepare and deliver oral presentations; assist Administrator or designee in the preparation of related training and support materials.
- Provide supervisory, consultation and technical assistance in recruitment and selection process of Migrant Program personnel; review job descriptions and align program personnel

consistent with project design; provide supervisory and technical guidance concerning the implementation of Migrant programs under their supervision and any related program requirements or applicable laws, codes, regulations, policies and procedures.

- Provide technical expertise, information and assistance as assigned regarding Migrant Education functions and related needs and issues; assist in the formulation and development of policies, procedures and programs.
- Research, compile, verify and provide a variety of information for reports, special projects, interviews, employee orientations and other Migrant Education related functions.
- Review designated Migrant program projects under their supervision and work collaboratively with the Administrator and/or designee to analyze classified and certificated employees involved in each respective project under their supervision; plan, organize and conduct employee orientations; provide information to new employees regarding employee responsibilities and county office policies, rules and regulations.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with the established Service Delivery 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.
- 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 a flexible schedule to meet deadlines based on need and to attend evening and weekend meetings/conferences as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Business letter and report writing techniques.
- Community resources for migrant families.
- Goals, objectives and activities of assigned programs.

- Methods, practices, terminology and procedures used in the delivery of Migrant Education services and the promotion of education for Migrant children of all ages.
- Modern office practices, procedures and equipment.
- Practices and techniques involved in promoting parent involvement in the Migrant Education Program.
- Public relations and public speaking techniques.
- Record-keeping and report preparation 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:

- Compose correspondence and written materials independently.
- Coordinate communications and resources to ensure proper enrollment of eligible students in the program.
- Create, implement, process, analyze and distribute a variety of Migrant Education forms.
- Determine appropriate action within clearly defined guidelines.
- Develop and implement staff development workshops and/or training materials.
- Lead and direct assigned personnel with diplomacy, courtesy, discretion and confidentiality
- Meet schedules and timelines.
- Meet with parents to provide training and technical assistance concerning educational practices, procedures and designated student matters.
- Perform a variety of technical activities to inform and enhance involvement of parents in the student Migrant Education Program.
- Plan and organize work.
- Prepare and maintain a variety of records and/or reports and documents related to program activities.
- Process, evaluate and assist parents with completing enrollment forms.
- Serve as community resource and liaison between Program personnel and parents.
- Use technology to streamline and enhance migrant education processes, documents and communication.
- 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:**

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

### **EXPERIENCE:**

- Five years increasingly responsible experience working in field related to assigned program, function, or instructional area.

## **LICENSES AND OTHER REQUIREMENTS:**

- Read speak, and interpret in a designated second language
- 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: 07/01/2011

Revised: 10/01/2017; 03/01/2025