

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR - TEACHER DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Administrator, Human Resources, plan, develop, lead and oversee the operation, programs, and activities within the Teacher Development Department; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel and programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in all personnel procedures related to the full employee lifecycle, including recruitment, selection, onboarding, performance management, professional growth, compensation, benefits, and separation; ensure compliance with all applicable laws, regulations, and policies for all employee classifications (management, supervisory, confidential, classified, and certificated).
- Assist in the review of existing and proposed legislation, regulations, and policies related to personnel, credentialing, and teacher development; provide guidance to the Assistant Superintendent, Human Resources and leadership team on potential impacts and recommend proactive strategies; collaborate with relevant partners to influence policy development and advocate for effective teacher development initiatives.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the fields of teacher induction, residency, and internship programs.
- Conduct a variety of operational studies and investigations, as assigned; respond to and resolve difficult conflicts, sensitive inquiries and complaints; ensure proper and timely resolution of assigned issues and concerns with discretion and confidentiality.
- Coordinate the planning, development, organization, and direction of operations and activities of the County Superintendent, Teacher Induction, Rural Teacher Residency, Peer Assistance and Coaching (PAC) and Teacher Internship Program; oversee instructional program activities to ensure compliance with state, county and federal policies, procedures, rules and regulations.
- Create program agendas, manage attendance records, perform evaluations, and oversee maintenance of credentialing documentation.
- Cultivate and maintain strong collaborative relationships with school districts, State Induction personnel, the California Commission on Teacher Credentialing (CTC), the California Department of Education (CDE), universities, community colleges, professional organizations, and other relevant community partners to maximize program effectiveness and impact.
- Develop, design and deliver professional development opportunities to FCSS and school district personnel including, but not limited to Speed of Trust, Dynamic Presentations and Seven (7) Habits of Highly Effective People.
- Develop and oversee budget development and grant funding and management; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

- Establish and maintain robust systems for managing credentialing documentation for program participants, ensuring compliance with relevant regulations and industry best practices.
- Lead the development and implementation of strategic goals, objectives, policies, and priorities for the Teacher Development Department; make data-driven recommendations regarding staffing levels, program services, and resource needs; administer County Office-wide policies and procedures related to Teacher Development.
- Oversee and direct the planning, organization, communication, coordination, and implementation of the operations and activities of the Teacher Development Department to enhance educational effectiveness and efficiency of the County Office.
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee program logistics, including attendance tracking and post-program evaluations to measure effectiveness and identify areas for improvement.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within assigned division; 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 leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- 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 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 and Superintendents 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 conduit between the County Superintendent and the CTC for accreditation activities for all CTC approved programs.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a member of the Superintendents Community Advisory Committee.
- 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:

- Adult learning theory and strategies.
- Bargaining unit contracts and salary schedules.
- Budget administration, preparation and control including grant funding.
- Curriculum auditing and credential matching.
- Curriculum development, instructional strategies, and assessment methods.
- Current research and best practices in teacher development, induction, mentoring and coaching.
- Legislation related to education grants and California Standards for the Teaching Profession.
- Planning, organization, and direction of the Teacher Development Department.
- Principles, practices, methods and terminology used in administration, supervision and training of classified and certificated personnel; benefits administration, payroll processing and staff development.
- Principles, techniques, procedures, and terminology involved in the recruitment, selection, processing, orientation, evaluation and compensation of classified and certificated employees.
- Professional program development and evaluation techniques and procedures.
- Public speaking and relations techniques.
- State and federal education laws, regulations, and policies related to teacher preparation and professional development.

- 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:

- Assist with the planning, organization, communication, coordination, and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office.
- Develop and direct program activities for effective classroom teaching.
- Direct, prepare, maintain and develop appropriate systems, policies, standards and procedures in compliance with a variety of Federal, State, and Local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality.
- Establish and maintain cooperative and effective working relationships with others.
- Identify professional learning needs and implement effective professional development to improve instruction
- Meet schedules and timelines.
- Monitor and evaluate functions and activities for financial effectiveness and operational efficiency.
- Plan, organize, control and direct the operations and activities of the Teacher Development Department.
- Prepare and deliver oral presentations.
- Prepare and maintain a variety of reports and files within job assignment and/or assigned program.
- Provide consultation and technical expertise, information and assistance to Administrators, school districts and County Office employees, program participants, state agencies, mentors and related personnel regarding program activities and assigned functions.
- Provide leadership in creating and implementing professional development programs that address identified needs and support district initiatives.
- 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 (5) years increasingly responsible experience working in teacher development, teacher internship or related field.
- Three (3) years of direct supervisory experience.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service 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