

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 625
EXEMPT

EXECUTIVE DIRECTOR - CHILD AND FAMILY SUCCESS

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Instructional Division, plan, develop, and oversee the operations and activities of the Child and Family Success Department, encompassing Cradle to Career, Early Care & Education, Foster & Homeless Youth Education Services, and Health Services; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; engage in legislative advocacy to promote policies and funding that support FCSS initiatives; monitor and analyze relevant legislation and advocate for the needs of the communities served by FCSS; provide leadership, strategic direction, and ensure effective collaboration across diverse areas to achieve FCSS goals and objectives; direct the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with internal departments to monitor and analyze proposed legislation and policy changes at the local, state, and federal levels that may impact assigned programs and services.
- Coordinate communications and information to ensure appropriate program personnel, funding and organization; coordinate and attend a variety of panels, meetings and counsels to discuss issues and plan department operations; conduct management, leadership and administrative team meetings.
- Coordinate communications between county office personnel, district representatives, outside organizations, community partners, advocacy organizations to ensure smooth and efficient program activities and maximize impact of programs and services.
- Develop strategies to promote policies and funding that support the goals and objectives of the Child and Family Success Department, and the needs of the populations served.
- Develop, organize, prepare and plan the annual preliminary budget for the Child and Family Success Department; analyze and review budgetary and financial data; coordinate grant funding needs and information; control and authorize expenditures in accordance with established limitations.
- 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.
- Inform FCSS leadership, staff, and partners about key legislative developments and their potential implications.
- Plan, organize, control and direct the operations, activities within the Child and Family Success Department; develop and review plans and programs to enhance functions and activities; manage and direct overall program activities including staff supervision, meetings, events and other related activities; ensure program compliance with established rules, regulations, policies and procedures.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; collaborate with administrators and team members to ensure accuracy of current practices.
- Prepare and deliver presentations and written communication to legislative bodies, committees, and policymakers that support the goals and objectives of assigned programs

and services, and the needs of the populations served; partner with internal departments (including Communications Strategy & Outreach) to support message development and delivery; leverage internal and external efforts to ensure alignment and collective impact.

- Provide administrative leadership, organization, and supervision.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within the Child and Family Success Department.
- Provide technical expertise, information and assistance to the Deputy 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 assigned program.
- 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 the 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.
- Serve as a member of the Superintendent's Cabinet.
- Support the development and strengthening of strategic partnerships with local, state, and national entities (including government agencies, legislative staff, and elected officials) to further the mission of the Child and Family Success Department.
- 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.
- 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 ABILITIES:

KNOWLEDGE OF:

- Budget preparation, management, and control.
- Change and project management, and organizational development.
- Educational policy and trends.
- Legislative advocacy.
- Organizational development.
- Strategic planning.
- 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 the field of specialty.

ABILITY TO:

- Develop and nurture a team atmosphere.
- Generate innovative ideas and solutions.
- 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 of increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSURE AND OTHER REQUIREMENTS:

- 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: 07/01/2025