

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED MANAGEMENT POSITION**

JCN: 625  
EXEMPT

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### **EXECUTIVE DIRECTOR – CURRICULUM & INSTRUCTION**

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#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, Instructional Division, plan, develop, and lead the operations, activities and programs of the Curriculum and Instruction (C&I) Department, including personnel, budget, curriculum, grants and interagency collaboration; provide administrative leadership; develop, implement, maintain and evaluate programs to ensure student success; implement and evaluate program objectives, goals, policies, and procedures to ensure compliance with state and federal guidelines and regulations; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

- Collaborate and communicate with Local Education Agencies (LEAs), and a variety of administrators, personnel, outside agencies and school districts to coordinate programs, activities and to exchange information; ensure service levels of the C&I department meet the needs of Fresno County students and their families.
- Coordinate communications between county office personnel, district representatives and outside organizations to ensure smooth and efficient program activities.
- Develop and implement systems, policies, standards, and procedures for the C&I Department; ensure compliance with a variety of Federal, State and local laws, rules and regulations.
- Develop, organize, prepare and plan all funding and budget activities of the C&I department including, but not limited to, review and preparation of the annual preliminary budget; authorize approved expenditures; administer the preparation and maintenance of various narrative and statistical reports, records and files; review related budgetary and financial data and ensure expenditures are in accordance with established limitations; develop, review and approve grant coordination as required.
- 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.
- Develop and coordinate staff development activities for C&I staff to identify areas of improvement; develop procedures for enhancements in support of professional learning.
- Oversee 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.
- Plan, organize, and implement long and short-term supplemental programs and activities designed to serve Fresno County students and their families; develop assessment methods or systems to monitor the effectiveness of supplemental programs and activities; ensure activities comply with established rules, regulations, policies and procedures.

- Plan, organize, control, and direct the operations and activities within C&I; manage and oversee overall program functions, including staff supervision, meetings, events, and other related tasks; and monitor activities to ensure compliance with established policies, procedures, rules, and regulations. Provide administrative leadership, organization, and supervision.
- 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 C&I Department.
- Interview, select, supervise and evaluate the performance of C&I 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 as assigned.
- Serve as a member of the Superintendent's Cabinet
- 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 supervisors, 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:

- 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 administration, preparation and control.
- Budgeting and financial record keeping practices.
- Common Core Standards, Content Standards
- Curriculum and instruction.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems
- Evaluate instructional programs and teaching effectiveness.
- Principles, procedures and techniques in the development and implementation of staff training activities.
- Public speaking and relations techniques.
- Research methods, report writing and record keeping practices.
- Standards of training and providing work direction.
- State and federal reporting requirements
- 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:**

- Coordinate activities, information, personnel and resources to ensure program operations run smoothly and effectively.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports.
- 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 Teaching and/or 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: 07/01/2023

Revised: 05/01/2025