

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9221
NON-EXEMPT

INTERNSHIP COURSE DEVELOPER

BASIC FUNCTION:

Under the direction of the Senior Director, Teacher Development and assigned supervisor, responsible for designing, developing, and organizing engaging and effective course content and syllabi for the Teachers College Internship Program at the Fresno County Superintendent of Schools (FCSS); ensure course materials align with current educational best practices, relevant state standards, and the program's learning outcomes to support the development of highly qualified teachers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Clearly articulate in each course syllabus the alignment of assignments and assessments with the program learning outcomes, California Teaching Performance Expectations (TPEs), and the California Teaching Performance Assessments (CalTPA).
- Collaborate effectively and maintain open and timely communication with program administrators regarding course development, implementation, and any related needs.
- Collaborate with program administrators and other partners to ensure course alignment with overall program goals and intern needs.
- Collaborate with program administrators to gather feedback on course effectiveness and implement revisions and updates to enhance the learning experience and program outcomes.
- Create presentation materials, syllabi, resources, assignments, and videos for interns, ensuring seamless integration and delivery through the Canvas Learning Management System (LMS).
- Design interactive and effective learning activities that promote intern engagement and skill development.
- Develop comprehensive and engaging course content and syllabi for the Teachers College Internship Program aligning with current research and best practices in technology and pedagogy.
- Ensure course content and facilitation effectively support diverse learner populations and integrate the California Teaching Performance Expectations (TPEs), California Content Standards, and Frameworks.
- Ensure each TPE is explicitly introduced, practiced, and assessed in each syllabi developed.
- Incorporate current research and innovative pedagogical approaches into course design.
- Provide guidance and support to program staff or instructors who will be facilitating the developed courses.
- Stay current on relevant educational trends, research, and best practices. Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events as needed.
- Comply with established 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 as needed.
- 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.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Adult learning theory and best practices for adult education.
- California Teaching Performance Assessments (CalTPA).
- California Teaching Performance Expectations (TPEs), California Content Standards, and Frameworks.
- Canvas Learning Management System, Google Drive, and other applicable technology.
- Current state-adopted content standards and performance levels for students, and state-adopted curriculum frameworks.
- Curriculum development and assessment.
- FCSS Teachers College Internship Program policies, procedures and expectations.
- Research-Based and high leverage teaching strategies for assigned courses to develop
- Special education practices.
- 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:

- Demonstrated knowledge of current research and best practices in technology and pedagogy.
- Support diverse learner populations.
- 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.
- 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.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree.

EXPERIENCE:

- At least three (3) years of successful teaching experience aligned with the credential area of course content to be developed.
- At least two (2) years of experience in coaching new teachers with an understanding of their professional needs

LICENSURE AND OTHER REQUIREMENTS:

- Clear California Multiple Subject, Single Subject, Education Specialist, or equivalent teaching 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: 05/14/2025