

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 650
EXEMPT

PROGRAM SPECIALIST – FAMILY & CONSUMER SCIENCE PROJECT

Under the direction of the Executive Director, Career Technical Education/Regional Occupational Program (CTE/ROP) or assigned supervisor, organize and implement activities, special projects and events surrounding the Family and Consumer Science (FCS) Project plan workshops, trainings, and conferences to support secondary Family and Consumer Sciences teachers in California schools.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the development and management of a comprehensive project budget and finances, including developing budget timelines, preparing financial reports and claims, reviewing expenditures; ensure compliance with contract requirements.
- Assist with the overall operation and management of the FCS Project office, directing the work of assigned staff, ordering equipment and supplies; maintaining up-to-date and accurate records; and compiling information and files related to program functions, students, financial activity, and correspondence.
- Assist with the planning, development, training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Assist with notifications, disseminating meeting information, and facility reservations for events.
- Attend orientation sessions to review contract objectives as well as operating guidelines, policies, and procedures for the FCS Project.
- Collaborate with the Executive Director of CTE/ROP, CDE Family and Consumer Sciences staff, and project personnel to plan, develop, and implement project activities, including professional development, institutes, conferences, workshops, trainings, and school activities for teachers, counselors, administrators, and business/industry representatives; ensure effective communication and coordination with all partners
- Ensure accurate and current records are maintained by FCS Project personnel.
- Manage services provided through the project, including but not limited to, job bank, computer communications network, and other services requested to complete project objectives.
- Orient FCS Project personnel to Fresno County Superintendent of Schools (FCSS) procedures and policies.
- Plan activities, schedule dates, and prepare materials in cooperation with the approval of the CDE Family Consumer Sciences consultant.
- Plan, implement, and manage project activities to enhance the educational effectiveness of Family and Consumer Sciences programs in California schools, ensuring compliance with relevant standards, requirements, and regulation; seek continuous professional growth opportunities.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to the FCS Project; participate in the development, implementation, and evaluation of

program and educational documents; prepare and distribute related correspondence and informational materials.

- Train, assist and evaluate presenters based on CDE Family Consumer Sciences consultant input; provide an overview of activity and how it relates to the total Family Consumer Sciences education program; ensure the use of correct terminology.
- Verify credentials and qualifications of all FCS Project participants and/or presenters.
- 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:

- Adult Learning theories.
- Basic budget preparation and control.
- Best coaching practices.
- California Department of Education (CDE).
- California Commission on Teacher Credentialing (CTC).
- Career Technical Education (CTE) Standards and industry certifications.
- California Standards for the Teaching Profession (CSTP).
- Consumer and Family Studies (CFS).
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies related to the assigned content area.
- Family and Consumer Sciences Related Occupations (FCSRO).
- Family, Career, Community Leaders of America (FCCLA).
- Principles of effective professional learning and coaching.
- Public speaking 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:

- 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.

EXPERIENCE:

- Three (3) years of increasingly responsible experience working in the specialized content area, developing and facilitating workshops for adults.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

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