

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED MANAGEMENT POSITION**

JCN: 192  
EXEMPT

---

### **DIRECTOR - EDUCATIONAL LEADERSHIP DEVELOPMENT**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, System Innovation and Support, plan, organize, direct, supervise, and evaluate a comprehensive leadership development program for upper-level school and district administrators across Fresno County; collaborate with school districts, community partners, and university affiliates to promote effective and sustainable leadership practices that align with county-wide educational goals and strategic priorities; develop and implement innovative leadership supports including onboarding systems, professional learning experiences, mentorship networks, and performance evaluation tools; foster a culture of continuous improvement and excellence in educational leadership; 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.

#### **REPRESENTATIVE DUTIES:**

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

- Advocate for strong leadership development at the county and district levels through communication with boards, community partners, and the public.
- Collaborate with school leaders, district administrators, and community partners to align leadership development initiatives with evolving educational needs.
- Coordinate with higher education institutions to offer advanced training opportunities and build pathways for leadership credentials and qualifications.
- Create guides, templates, checklists, and online learning modules tailored to the needs of new superintendents.
- Design and facilitate professional development workshops, mentoring networks, coaching opportunities, and training aligned to adult learning principles and research-based practices.
- Design and manage an internal leadership development program that includes a multi-tiered curriculum aligned with the strategic goals of the FCSS.
- Develop and implement a comprehensive onboarding system for newly appointed superintendents, including resources, tools, and mentoring to support successful transitions.
- Develop and implement metrics and evaluation tools to measure the effectiveness of leadership development programs; use data to improve programming and report progress.
- Develop and oversee budget development initiatives and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned; ensure responsible fiscal management and seek external funding to support growth.
- Establish and lead communities of practice to promote professional collaboration, knowledge sharing, and support among school leaders.
- Establish mentorship and networking structures to support new leaders and promote peer learning.
- Evaluate leadership development programs regularly, incorporating participant feedback and emerging research to refine and improve offerings.
- Facilitate individual and group coaching aligned to leadership competencies and professional growth goals.

- 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.
- 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 program; manage and direct overall program activities including staff supervision, meetings, events and other related activities as required; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, executing and evaluating countywide leadership development programs for upper-level school and district administrators; collaborate with school site principals and administrators 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 program.
- 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, superintendents, 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, administrators, superintendents or other similar personnel involved in instructional programs.
- Stay current on educational leadership trends and integrate best practices into all program components.
- 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 development, grant writing, and resource allocation.
- Coaching and mentoring practices for education leaders.
- Educational leadership theory, adult learning, and professional development models.
- Effective written and verbal communication techniques.
- Organizational and facilitation skills for leading professional learning sessions.
- Program planning, implementation, and evaluation strategies.
- Professional learning communities and instructional leadership models.
- 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 data, prepare reports, and make evidence-based recommendations.
- Build and sustain partnerships with school districts, higher education institutions, and community organizations.
- Develop and monitor professional learning budgets and grant-funded programs.
- Facilitate high-impact adult learning experiences across various formats (in-person, virtual, blended).
- Lead countywide initiatives with minimal supervision.
- Manage, coach, and supervise assigned personnel and consultants.
- Represent the County Superintendent at regional and state leadership events.
- 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 in educational leadership, Organizational Development, or related field preferred.

### **EXPERIENCE:**

- Five (5) years of increasingly responsible experience in high-level educational leadership or professional development for administrators.
- Experience designing and delivering professional learning for education leaders preferred.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Teaching and/or Services Credential.
- Valid Clear 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: 07/01/2025