

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED MANAGEMENT POSITION**

JCN: 647  
EXEMPT

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### **CHILD AND FAMILY SUCCESS PROGRAM MANAGER**

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#### **BASIC FUNCTION:**

Under the direction of the Executive Director - Child and Family Success, lead, plan, organize, coordinate, and support assigned programs and initiatives to advance the well-being and educational development of children and families in Fresno County through the Office of the Fresno County Superintendent of Schools (FCSS); provide interdepartmental support across the Child and Family Success Division, ensuring alignment, coordination, and capacity building across early learning, health, family engagement, and related child development efforts; supports system coherence through project and program management, leadership coaching, and collaboration with internal departments and external partners.

#### **REPRESENTATIVE DUTIES:**

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

- Analyze and evaluate program data to inform strategy and ensure quality outcomes for children, families, and educational partners.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the field of child development and early learning (including TK) programs.
- Coordinate and lead professional development activities that promote staff growth, program quality, and leadership capacity across early learning (including TK) environments.
- Develop, monitor, and update work plans, reports, and evaluations to ensure accountability and continuous improvement.
- Ensure compliance with all applicable local, state, and federal regulations and guidelines.
- Facilitate interdepartmental collaboration across the Child and Family Success Division, ensuring coordinated services and integrated planning.
- Participate in and represent the department at regional, statewide, and local meetings, committees, and initiatives to support systems alignment and policy advancement.
- Partner with school districts, community-based organizations, public agencies, and institutions of higher education to strengthen early learning systems (including TK) and alignment.
- Plan, coordinate, and implement projects and initiatives that align with department-wide goals in early learning (including TK) and child development.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Prepare and write grant proposals to apply and secure new funding.
- Provide consultation regarding child development and day-to-day operations of child development and early learning (including TK) programs.
- Provide leadership coaching and technical assistance to site leaders and program staff to support effective implementation of early learning (including TK) best practices.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned areas or programs; participate in the development, implementation and

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

- Supervise and evaluate assigned personnel; provide coaching, mentoring, and professional growth opportunities to promote a strong team culture.
- 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, 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 a flexible schedule as assigned.
- 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:**

- Appropriate practices within all developmental domains.
- Basic budget preparation and control.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.

- Coaching practices to support leadership development and instructional improvement in early learning.
- Cultural and socio-economic differences and impact on families.
- Early learning systems; program management; and interagency collaboration.
- Organizational and training skills in planning and organizing work, maintaining schedules and timelines.
- Planning, organization, coordination and implementation of the operations and activities of early childhood development to enhance educational effectiveness and efficiency of the county office, increase capacity, and improve quality in programs.
- Policies and objectives of assigned programs and activities.
- Research methods, grant and/or report writing, and record keeping techniques.
- Title 5, Title 22 licensing requirements, and Head Start Program Performance Standards.
- Understand the principles of child development.
- 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:**

- Collaborate with schools, community organizations, and services available to children ages zero to five (0-5) years and their families.
- Effectively interact with a diverse population, including but not limited to, race, ethnicity, language, and culture.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Plan, implement, and evaluate complex programs or initiatives across multiple departments.
- Provide strategic leadership and build collaborative relationships.
- Work effectively with parents, staff and the community.
- 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 required.
- Master's degree in Early Childhood Education, Public Administration, or related field preferred.

**EXPERIENCE:**

- At least four (4) years of increasingly responsible experience in early learning program administration or related services.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Program Director's Permit.
- 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