

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED MANAGEMENT POSITION**

JCN: 625  
EXEMPT

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### **EXECUTIVE DIRECTOR – STUDENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Student Services Division (SSD), plan, organize, control and direct the operations and activities of the Special Education Program, 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 (LEA's) and a variety of administrators, personnel, outside agencies and school districts to coordinate programs, activities and to exchange information; ensure service levels of the Special Education Program meet the needs of students in special education and their families.
- Collaborate with and provide direction to assigned Directors and Principals throughout the Special Education Program to ensure compliance and alignment with California Education Code, state and federal laws, policies, functions, goals and objectives.
- Collaborate with Pupil Personnel Services and Health Services Departments to coordinate and assign referrals to Fresno County special education programs.
- Collaborate with the Assistant Superintendent, Student Services Division, to plan, organize and evaluate a variety of programs, projects and activities related to the Special Education Program to meet the needs of sites and districts in support of student achievement and outcomes.
- Complete agreements and reports as assigned by the Assistant Superintendent.
- Coordinate special events for Special Education programs.
- Develop and coordinate staff development activities for Special Education employees, including but not limited to Principals, Content Coordinators, Content Specialists, teachers, paraeducators, Itinerant and classroom staff to identify areas of improvement; develop procedures for enhancements in support of professional learning.
- Develop strategies and implement systems to promote policies, standards and procedures of the Special Education Program in 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 Special Education Program 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, develop, implement and evaluate Special Education Program function(s) for effectiveness and operational efficiency including, but not limited to, organizational studies and improvement recommendations to program, policies, services and procedures.
- Organize and participate in assigned meetings and activities; collaborate with identified school districts, and other Fresno County Superintendent of Schools (FCSS) department leads in order to provide technical assistance, expertise, and information to school districts regarding the applicable processes.

- Plan, organize, and implement long and short-term supplemental programs and activities designed to serve special education students and their families; develop assessment methods or systems to monitor the effectiveness of supplemental programs and activities; ensure activities comply with established rules, regulation, policies and procedures.
- Plan, organize, control and direct the operations, activities within the Special Education program; develop and review plans and programs to enhance functions and activities; manage and direct overall program activities including staff supervision, meetings, events and other related activities; ensure program compliance with established rules, regulations, policies and procedures.
- Provide administrative leadership, organization, and supervision.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs and services within the Special Education Program.
- Provide technical expertise, information and assistance to the Assistant Superintendent, Student Services Division, administrators, staff, outside organizations, and others concerning program operations and activities, which include but are not limited to response to inquiries, resolving issues and conflicts, and providing detailed and technical information; assist in the formulation and development of policies, procedures and programs; participate in the development and interpretation of legal documents relevant to the Special Education Program.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- 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 the 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.
- Serve as a member of the Superintendent's Cabinet.
- 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 as requested.
- 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 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:**

- Budgeting and financial record keeping practices.
- California Differentiated Assistance process.
- Common Core Standards, Content Standards, Performance Based Objectives and Assessments required by the California Department of Education and integrated into the Special Education coursework.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems; program evaluation strategies as they relate to the field of Special Education.
- Educational programs, services, standards, requirements and procedures related to Special Education; elementary and secondary standards; student transitions within the public education system.
- Modern and complex principles and practices of Special Education Program development and administration.
- 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.
- 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:**

- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Work with and understand cultural diversity within student population(s).
- 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 in Special Education, Liberal Studies, or related field.
- Master's degree in Special Education, Education or School Psychology preferred.

### **EXPERIENCE:**

- Five (5) years administrative experience working in Education, Special Education or related field.

## **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: 06/05/2025