

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 179
EXEMPT

DEPUTY SUPERINTENDENT, INSTRUCTIONAL DIVISION

BASIC FUNCTION:

Under the direction of the County Superintendent, plan, organize, control and direct the overall activities and operations of the Instructional Division; formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise the Fresno County Superintendent of Schools (FCSS) regarding assigned departments and activities; serve as liaison between the county office, school districts, governmental agencies, California Department of Education and others to communicate information and develop departmental programs.
- Coordinate activities with internal county office departments and personnel as required; collaborate with administrators, directors, coordinators and teachers as needed to complete Department activities.
- Direct the development and preparation of the annual preliminary budget for the Instructional Division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Facilitate a variety of public events to encourage participation in department activities and to increase county office involvement in student activities; speak at graduations, service groups, classes and events.
- Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; coordinate department management and personnel, information and resources to ensure educational events, services, organizations and departments run smoothly and efficiently.
- Participate in a variety of planning and negotiating activities with various internal and outside personnel and agencies; collaborate with department supervisors to provide support and monitor department activities for compliance with county office goals and missions.
- Plan, organize, control and direct the overall activities and operations of the Instructional Division.
- Prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of board and end of year reports, Curriculum and Instruction Steering Committee (CISC) records and budget reports; ensure department administrators directors conduct evaluations accurately and oversee the collection of related records.
- Represent the FCSS at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; and serve on various committees.
- Serve as a member of the Superintendent's Executive Cabinet and Full 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:

- Advanced budget preparation, maintenance and control.
- Bargaining unit contracts and salary schedules.
- Curriculum development and implementation.
- School district organization, operations and objectives.
- Principles of public and community relations.
- Public relations and 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:

- Accept and carry out responsibility for direction, control and planning.
- Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information. Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- 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 Business Administration, Education or related field.
- Master's degree in Educational/Leadership Administration or related field.
- Doctoral degree in Education preferred.

EXPERIENCE:

- Seven years increasingly responsible experience managing educational programs.
- Three years increasingly responsible experience leading teams and supervising staff.
- Three years of administrative experience in a school district and/or county office of education is preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid 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.
- Virtual platforms.

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: 07/01/2006

Revised: 11/01/2020; 11/05/2025