

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9244
NON-EXEMPT

AFTER SCHOOL CONNECT PROJECT – PROJECT MANAGER/REQUIREMENTS

BASIC FUNCTION:

Under the direction of the Senior Director, Application Development and Support, lead and support the planning, coordination, and execution of a new student attendance and parent check-in/out application that is reliable, user-friendly, and compliant with state and federal reporting requirements; oversee project timelines, deliverables, and cross-functional collaboration to ensure the system meets district, county, and program needs, including audit-ready attendance records, automated grant funding calculations, and flexible reporting capabilities; work closely with developers, districts, and internal partners to gather, document, and validate requirements; ensure seamless integration with student information systems (Aeries, PowerSchool) and California Longitudinal Pupil Achievement Data System (CALPADS); uphold data privacy and security standards aligned with the Family Educational Rights and Privacy Act (FERPA) and district policies; support the design and implementation of a scalable, customizable platform with multi-level access controls and a digital parent portal, communication, and check-in/out functionality, ensuring a smooth transition and high-quality user experience for all internal and external users.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and lead in developing and maintaining project timelines, milestones, deliverables, and task assignments to ensure the successful delivery of the student attendance and parent check-in/out application.
- Assist in the design and planning of analytics and reporting features that provide district, county, and program leadership with actionable insights.
- Assist in the development of scalable, customizable system architecture by gathering configuration requirements from diverse districts, sites, and program models.
- Collaborate with district, county, and program stakeholders to define workflow requirements that support County Department of Education (CDE), Annual Performance Report (APR), CALPADS, FERPA, and grant compliance, ensuring reporting accuracy and accountability.
- Conduct regular project status meetings with stakeholders, providing updates on progress, risks, and issues related to the project.
- Contribute to data privacy, security, and access control planning to ensure alignment with FERPA, district policies, and role-based permissions (site, district, county, parent/guardian).
- Coordinate activities related to system integrations with student information systems (Aeries, PowerSchool) and state reporting systems, ensuring secure and automated data exchange.
- Coordinate cross-functional collaboration across project teams to ensure alignment on timelines, priorities, testing cycles, and solution design.
- Develop and implement training plans for end-users.
- Develop and maintain comprehensive project documentation including project plans, requirement specifications, user stories, workflow diagrams, meeting minutes, dashboards, and status reports.
- Document meeting notes, action items, and project status updates to maintain transparency and alignment across the team.
- Facilitate regular project status meetings to provide updates on progress, risks, dependencies, testing feedback, and decision-making needs.

- Gather, analyze, and document functional and technical requirements related to attendance tracking, parent check-in/out, digital signatures, emergency contacts, audit-ready records, grant tracking, and multi-level access structures.
- Identify risks, collect testing and user feedback, monitor issues, and help drive resolution through collaboration with technical and business teams.
- Maintain a safe, productive work environment and operate a variety of office equipment and project management tools as assigned.
- Maintain professional conduct and strong interpersonal skills, including tact, patience, flexibility, and courtesy when working with diverse stakeholder groups.
- Oversee requirements and planning for reporting, including daily/weekly/monthly attendance summaries, funding calculations, and compliance dashboards.
- Participate in assigned meetings, committees, trainings, and events as required to support project success.
- Partner with developers, Quality Assurance (QA), analysts, and cross-functional teams to translate requirements into clear user stories, acceptance criteria, process maps, and validation rules.
- Prepare reports and visual dashboards that summarize progress, blockers, and upcoming work in alignment with Agile project goals.
- Serve as a liaison between internal teams, district partners, administrators, and external agencies, fostering strong communication and alignment throughout the project lifecycle.
- Support management, training development, and user onboarding by preparing training materials, walkthroughs, documentation, and communication plans for internal and external stakeholders.
- Support positive and effective working relationships with colleagues, leadership, districts, and program partners to ensure collaborative and successful implementation.
- Support the design and implementation of user-friendly digital parent portal, sign-out, communication, and account management.
- 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:

- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic understanding of the software development lifecycle.
- Change management principles and practices.
- Documentation best practices.

- General and school business practices and procedures.
- Microsoft Office Suite (Word, Excel, Power Point & Access).
- Policies and objectives of assigned programs and activities.
- Project Management.
- Record-keeping and report preparation techniques.
- Reporting tools and techniques.
- Software engineering and QA processes and testing.
- Various collaboration platforms.
- 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:

- Assist in developing and maintaining project timelines and deliverables.
- Collaboratively build and maintain effective working relationships across diverse groups, serving as a liaison to ensure clear communication and alignment.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Document meeting notes, action items, and project status updates clearly and concisely.
- Enterprise software applications, including but not limited to project management and/or collaboration solutions.
- Facilitate meetings and gather requirements.
- Interpret customer needs into product features and functions that benefit customers.
- Monitor project progress and identify potential roadblocks.
- Prepare reports and visual dashboards.
- Support risk identification and change management processes.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- 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:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Computer Science or related field preferred.

EXPERIENCE:

- One year of experience working with software solutions preferred.
- One year of experience in project management preferred.
- One year of experience in software requirements preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Certifications in Project Management Professional (PMP) and Agile Scrum Master preferred.
- 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 County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- 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.

PROJECT-BASED POSITION:

The following position is designated as a short-term position pursuant to Education Code section 45103(b). The services to be performed are specific to the limited to After School Connect Project, which upon its completion, will not be extended or needed on a continuing basis.

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: 12/05/2025