

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 122
EXEMPT

ASSISTANT SUPERINTENDENT – STUDENT SERVICES DIVISION

BASIC FUNCTION:

Under the administrative direction of the County Superintendent, plan, design, organize, control, monitor and direct the activities and operations of assigned departments within the Student Services Division (SSD), including Special Education, Special Education Local Planning Agency (SELPA) and Behavioral Health program operations; support the initiatives of the County Superintendent; coordinate and direct communications, resources, fiscal functions, instructional services and personnel to ensure smooth and efficient department activities and enhance student learning and achievement and educational effectiveness; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Attend various local, regional and state workshops, in-service and committees as assigned; prepare and deliver oral presentations concerning special education, SELPA and Behavioral Health programs and services.
- Collaborate with administrators, staff, outside agencies and school districts in the research and writing of grants for Special Education, SELPA and Behavioral Health.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Coordinate, attend and conduct various administrative, staff and community meetings and committees concerning Special Education, SELPA and Behavioral Health; keep administrators, staff, outside agencies and districts current concerning meeting schedules and objectives; compile and prepare meeting agendas; prepare and distribute meeting summaries; update records and prepare documents in response to administrative resolutions concerning special education policies and procedures.
- Develop and integrate comprehensive and effective school-based behavioral health services continuum provided to children and families birth through 25 years of age throughout Fresno County.
- Develop and prepare the annual preliminary Student Services Division budget for the County Office and designated school districts; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct and coordinate communications, correspondence and information between administrators, faculty, staff, outside organizations and the public to meet the needs of special education students; collaborate with staff, outside agencies and school districts in the monitoring and development of programs; receive, respond to and resolve parental, student and administrative issues and concerns.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files related to Special Education, SELPA and Behavioral Health programs, services, procedures, plans, schedules, financial activity, testing, grants, students, budgets, attendance, personnel and assigned duties; ensure mandated reports are completed and submitted to appropriate governmental agency according to established time lines.
- Ensure adequate resources, facility and personnel levels to meet Department, program and student needs; monitor attendance and educational effectiveness of staff and initiate personnel actions as appropriate; monitor quality of transportation services and make adjustments to resolve related issues as needed; participate in the development and implementation of facility construction projects.

- Ensure compliance in all aspects of providing mental health services and ensure the delivery of sound comprehensive programs within schools; oversee all fiscal matters, Medi-Cal billing and other types of insurance billing.
- Facilitate the Executive Committee, Operations Committee and Superintendents' Governance Council (SGC) meetings for SELPA.
- Maintain current knowledge of laws, codes, regulations and pending legislature related to the special education fiscal and educational operations and activities; modify programs, functions and procedures to ensure compliance with local, State and Federal requirements as appropriate.
- Monitor and analyze special education programs and services for educational and financial effectiveness and operational efficiency; receive and respond to administrative, staff and public input concerning program needs; direct the development and implementation of standards, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of programs and services; review, evaluate and modify improvement plans as appropriate.
- Plan, organize and direct the research, assembly and compilation of a variety of technical information related to Special Education, SELPA and Behavioral Health programs, services, curriculum standards, instructional strategies and related laws, codes, regulations, policies and procedures; oversee and participate in the preparation and distribution of departmental correspondence and informational materials.
- Plan, organize, control, and direct all Special Education, SELPA, and Behavioral Health operations, services, and programs; develop, implement, and evaluate curriculum, instructional strategies, and assessment functions while managing communications, resources, and fiscal functions to enhance student learning, improve instructional quality, and ensure compliance with all established laws, regulations, and policies.
- Provide consultation to administrators, faculty, staff and the public regarding Special Education, SELPA and Behavioral Health programs and services; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning program operations, activities, curriculum standards, services and related laws, codes, regulations, policies and procedures.
- Provide leadership to ensure County Superintendent goals, beliefs and policies are clearly communicated and implemented.
- Provide oversight and direction in the organization and activities of the school-based Behavioral Health Program including formulating and implementing goals, objectives and priorities of the program; coordinating and directing communications, personnel and resources to meet County Office and school district needs.
- Provide technical expertise to other cabinet members, administrators, staff, outside organizations and others concerning program operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed technical information concerning related goals, objectives, laws, codes, regulations, policies and procedures.
- Represent the county office at various meetings with federal, state, regional and local officials regarding current and future policy and procedural aspects of the services, programs, and functions assigned.
- Serve as a member of the County Superintendent's Executive Cabinet and Full Cabinet.
- Support administrators and school site leaders by providing accurate and timely information regarding state and federal legislation.
- 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, administrators, directors, and coordinators, 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 for 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:

- Budget preparation and control.
- Curriculum standards, interpretation and application in Special Education, SELPA and Behavioral Health programs.
- Instructional techniques and strategies related to special education programs.
- Policies and objectives of assigned programs and activities.
- Principles and practices of administration, supervision and training.
- Principles, practices and procedures involved in the development and implementation of Special Education, SELPA and Behavioral Health programs, standards, projects, services, strategies, goals and objectives.
- Problems and concerns of students with special needs.
- Public relations 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 areas.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Collaborate with staff, outside agencies and school districts in the monitoring and development of Special Education, SELPA and Behavioral Health programs.
- Coordinate, conduct and prepare agendas and summaries for various administrative, staff and community meetings concerning Special Education, SELPA and Behavioral Health.
- Direct the development and implementation of Special Education, SELPA and Behavioral Health programs, standards, projects, services, strategies, goals and objectives.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Ensure adequate resources, facilities and personnel levels to meet department, program and student needs.
- Monitor, analyze and modify standards, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of special education programs and services.
- Prepare comprehensive narrative and statistical reports.
- Provide consultation regarding Special Education, SELPA and Behavioral Health programs and services.
- Provide leadership, plan, organize and direct the service and staff functions of a large, complex educationally-oriented service organization.
- Review and participate in program evaluations and monitor reports pertaining to instructional services in assigned division and departments.
- 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 Education or related field.
- Master's degree in public administration, education or related field preferred.

EXPERIENCE:

- Experience teaching in an elementary or secondary level.
- Six (6) years of experience in the administration of special education programs.

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: 01/13/2026