

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9849
EXEMPT

EVENTS COORDINATOR

BASIC FUNCTION:

Under the direction of assigned Supervisor plan, organize, coordinate, and implement the operations and activities surrounding events and/or instructional activities for assigned department/program; plan workshops, trainings, meetings, and conferences to support the Office of the Fresno County Superintendent of Schools (FCSS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist district and/ or county personnel with planning, selecting, developing and/or providing in-service training of personnel, teachers, principals, and administrators.
- Assist in developing timeline of activities, services, and products to be completed within appropriate budget.
- Attend orientation session to review contract objectives as well as operating guidelines, policies and procedures.
- Collaborate with administration and outside entities appropriate to develop professional development activities, workshops, meetings, and trainings for the event or project.
- Collaborate with teachers and/ or administrators to ensure that events (workshops, conferences, competitions, etc.) support and enhance the existing curriculum or program goals.
- Developing event content that aligns with learning objectives and industry or educational standards.
- Ensure accurate and current records are maintained by personnel.
- Meet regularly with administration to provide reports on progress.
- Orient event attendees to FCSS procedures and policies.
- Plan, organize, control, and direct the operations, activities within the event; manage and direct overall program activities including staff supervision, meetings, events, and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Review and approve appropriate financial documents as required by the contracting agency, when applicable.
- Review progress on a regular basis to ensure expenses are appropriate to the project objectives, when applicable.
- Support and assist event personnel and work cooperatively with outside entities when necessary.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events as assigned.
- 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:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Curriculum frameworks, standards, and learning objectives
- Policies, procedures, and guidelines related to program implementation and student success.
- 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:

- 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.
- 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:

- Bachelor's Degree.
- Master's Degree preferred.

EXPERIENCE:

- Five years increasingly responsible experience working with a variety of educational programs.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Teaching and/or Service Credential.
- Valid Administrative Credential 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 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: 2/27/2026