

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## TEMPORARY CERTIFICATED POSITION

JCN: 9219  
EXEMPT

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### EARLY CARE AND EDUCATION (ECE) MASTER TEACHER SPECIAL ASSIGNMENT

#### **BASIC FUNCTION:**

Under the direction of the Senior Director of Early Care and Education (ECE) and assigned supervisor, support the efforts of the Lighthouse for Children Child Development Center (LFC CDC) at the Fresno County Superintendent of Schools (FCSS) by serving in a leadership capacity to advance program priorities. This special assignment supports the design, implementation, and refinement of program initiatives, pilot efforts, special projects, and additional responsibilities beyond the Master Teacher essential duties, based on program needs.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist with the planning, coordination, and implementation of assigned priorities based on expertise, and program needs, ensuring alignment with established goals, timelines, and deliverables.
- Develop and share tools, resources, and guidance that support effective implementation of program priorities and strengthen overall program quality.
- May provide targeted support to newly hired staff or staff from other classrooms, as needed, through modeling high-quality practices, offering reflective feedback, and guiding the implementation of effective instructional strategies.
- Model and support effective family engagement practices as part of assigned priorities, including strategies that strengthen communication, partnerships, and the use of child assessment information to engage families.
- Perform additional duties beyond standard Master Teacher essential duties to support emerging needs, special projects, and program priorities; duties may be assigned individually or in combination and are not required to be performed concurrently.
- Serve in a leadership capacity to support the design, implementation, and refinement of program priorities, pilot efforts, and special projects aligned with site, program, and agency priorities at the LFC CDC.
- Provide targeted coaching, consultation, and technical assistance to support staff in implementing new strategies, program improvements, and innovative practices.
- Support staff development related to assigned priorities through onboarding support, mentoring, modeling, and/or facilitation of training aligned with individual areas of expertise.
- Support the implementation of child assessment tools, documentation practices, and the use of data to inform instruction and program improvement, as aligned with assigned priorities.
- 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.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- As specified in applicable LFC CDC Master Teacher job description.

**EXPERIENCE:**

- As specified in applicable LFC CDC Master Teacher job description.

**LICENSURE AND OTHER REQUIREMENTS:**

- Employed and assigned to a full-time LFC CDC Master Teacher position.
- As specified in applicable LFC CDC Master Teacher job description.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- As specified in applicable LFC CDC Master Teacher job description.

**PHYSICAL DEMANDS:**

- As specified in applicable LFC CDC Master Teacher job description.

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.

**HAZARDS:**

- As specified in the applicable LFC CDC Master Teacher job description.

*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: 03/27/2026