

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9878
NON-EXEMPT

LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP) AND COMPLIANCE SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, LCAP & Compliance, provide technical assistance, guidance, and support to assigned local educational agencies (LEAs) in the development, revision, implementation, and annual update of the Local Control and Accountability Plan (LCAP) and related LCAP requirements throughout the year; assist with review of LCAPs, LCAP-related budget information, and related documents; support the county office review and approval process; and provide related compliance assistance as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with internal document review, records, tracking tools, correspondence, and related materials connected to assigned LEA support and county office responsibilities.
- Assist with LCAP-related state and federal review, support, or compliance activities, as assigned, based on department needs.
- Assist with review of LCAPs, LCAP-related budget information, and related documents for alignment, completeness, compliance, and internal consistency.
- Provide clear, practical feedback to LEAs regarding LCAP content, required components, goals, actions, services, expenditures, metrics, annual update content, and related fiscal or programmatic issues.
- Provide technical assistance, guidance, and support to assigned LEAs in the development, implementation, monitoring, and annual update of the LCAP and related LCAP requirements throughout the year.
- Review and analyze assigned documents, data, expenditures, and narratives to identify areas needing clarification, revision, correction, or follow-up.
- Serve as a liaison between the County Superintendent and LEA staff, administrators, personnel, regarding assigned area.
- Serve as a support and technical guide to assigned LEAs in understanding and navigating LCAP requirements, timelines, state guidance, and applicable legal expectations.
- Serve as a technical resource concerning assigned program, function, or area of responsibility.
- Support the county office review and approval process for assigned LEAs under the direction of the Director, LCAP & Compliance.
- 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:

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

KNOWLEDGE OF:

- Applicable California Education Code, state regulations, and California Department of Education guidance related to LCAP development, review, and approval.
- County office organization, operations, policies, and objectives related to assigned work.
- Current issues, trends, and requirements affecting school districts and charter schools in assigned program areas.
- Effective coaching, consultation, and technical assistance practices in educational settings.
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) requirements, structure, development, implementation, monitoring, and annual update processes.
- Principles of school finance and budget development as related to LCAP review and support work.
- Research methods, data analysis, report writing, and record-keeping 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:

- Establish and maintain cooperative and effective working relationships with others.
- Explain complex requirements in a clear, practical, and concise manner.
- Identify issues, concerns, omissions, or inconsistencies and communicate needed revisions clearly and professionally.
- Interpret, apply, and explain rules, regulations, policies, procedures, and legal requirements related to assigned work.
- Maintain confidentiality and exercise discretion.
- Organize, prioritize, and manage assigned responsibilities and timelines.
- Prepare clear, accurate, and concise written reports, summaries, correspondence, and feedback.
- Provide effective technical assistance and support to assigned LEAs regarding LCAP development, implementation, revision, and related compliance requirements.
- Review and analyze LCAPs, LCAP-related budget information, data, and related materials for compliance, alignment, and quality.
- 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:

- High School Diploma, General Education Degree (GED) or State High School Proficiency Certificate.
- Bachelor’s degree from an accredited college or university.

EXPERIENCE:

- Prior leadership experience in a school district or county office of education, with a strong background in developing, implementing, and reviewing Local Control and Accountability Plans (LCAP).

LICENSURE AND OTHER REQUIREMENTS:

- 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:

- Local travel to school districts, charter schools, trainings, workshops, and other assigned locations.
- 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: 04/22/2026