

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – CONTINUOUS IMPROVEMENT

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, System Innovation and Improvement, plan, develop and lead the operation, activities and monitoring of the Differentiated Assistance (DA) support and Comprehensive Support and Improvement (CSI) to identified districts in Fresno County; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Collaborate and provide support with the Director, Local Control Accountability Plan and Compliance (LCAP) including but not limited to providing technical support to districts in Fresno County, in development of their DA and CSI LCAP goals and actions.
- Collaborate with other internal departments to provide technical assistance to identified DA districts for analysis of data for their student groups and subgroups regarding the California (CA) Accountability Dashboard, the district LCAP and Local Control Funding Formula (LCFF) funding.
- Collaborate with the California Collaborative for Educational Excellence (CCEE), California County Superintendents, State Board of Education (SBE), Business and Administration Steering Committee (BASC) and Curriculum & Instruction Steering Committee (CISC) for trainings and events regarding the DA and CSI process.
- Direct and organize the facilitation of the DA activities and reports; collaborate with identified school districts and the FCSS department leads of Special Education, Foster Youth, LCAP and Compliance, Cradle 2 Career, Credentials Department, Curriculum and Instruction and Business Services.
- Direct, organize, manage and plan the budget activities of the DA and other budgets as assigned; direct and authorize approved expenditures, the preparation and maintenance of various narrative and statistical reports, records and files related to assigned activities; prepare year-end and other reports and documentation related to assigned activities as needed.
- Establish and maintain collaborative and cooperative relationships and communications with district superintendents, administrators, directors of categorical programs and other personnel assigned to the DA process, CSI activities and LCFF/LCAP.
- Provide technical expertise, information and assistance to school districts regarding the DA process including but not limited to Improvement Science, Root Cause Analysis, strategic improvement planning and other activities to improve student metrics.
- Represent FCSS at local, regional, state and federal meetings, conferences, in-services, boards, councils and events related to DA.
- Respond to public and/or auditor requests for information regarding DA; collaborate with Assistant Superintendent, Deputy Superintendent and Legal Services Division as needed.
- Support continuous improvement efforts within the FCSS.
- 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, directors, coordinators, and assistant administrators 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 of teachers, principals, or other similar personnel involved in instructional and/or improvement 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:**

- 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:**

- California Accountability Dashboard.
- California Differentiated Assistance process, including Improvement Science.
- LCAP legislations, regulations and CDE implementation guidelines.
- LCFF regulations and CDE implementation guidelines.
- Methods of organizing and maintaining team efforts, including practices and procedures for team building and staff development activities.
- Record-keeping techniques.
- Report writing 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:**

- Complete all assigned duties efficiently, effectively and accurately.
- Maintain records and prepare reports.
- Manage time effectively.
- Meet schedules and timelines.
- Plan and organize work.
- 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.
- Master's degree in Education or related field preferred.

**EXPERIENCE:**

- Five years increasingly responsible experience working in the field of education, school district and/or county office of education.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid Teaching and/or Service Credential.
- Valid California Clear 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: 06/04/2018

Revised: 07/01/2018; 01/30/2025