

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 124
EXEMPT

ASSOCIATE DIRECTOR - FOSTER AND HOMELESS YOUTH EDUCATION SERVICES

BASIC FUNCTION:

Under the direction of the Director, Foster and Homeless Youth Education Services (FHES), plan, organize, and implement the daily operations, activities, and program development of the Foster and Homeless Youth Education Services Department; establish interdepartmental and community collaborations across Fresno County to support systems alignment; analyze data trends to improve educational efficiency and outcomes for students in foster care and/or experiencing homelessness; and supervise and evaluate the performance of assigned classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze and review budgetary and financial data for the department; review, recommend, and authorize expenditures in accordance with established limitations; and assist the Director in overseeing annual funding and grants.
- Assist the Director in the formulation and development of department policies and procedures; provide technical expertise and information to district personnel regarding assigned functions.
- Assist the Director in tracking, monitoring, and ensuring the completion of the scope of work for contracts and agreements with partnering agencies.
- Collaborate with school district staff, students, placing agencies, juvenile courts, and community partners to coordinate program implementation; serve as a representative on various committees and boards at the county and state level.
- Facilitate interdepartmental collaboration across Fresno County, ensuring coordinated services and integrated planning for early learning through post-secondary for Foster and Homeless Youth Education Services.
- Monitor program activities at school district locations or other sites; provide technical assistance to ensure smooth program operations at individual locations.
- Oversee the development and planning of professional development and training; organize and conduct trainings for staff and external partners.
- Oversee the preparation and maintenance of narrative and statistical reports, records, and files related to personnel and program activities; create refined written documents to convey policies and laws to personnel and the public.
- Plan, organize, and supervise activities for Foster and Homeless Youth Education Services programs; ensure compliance with county office, state, and federal rules, regulations, and policies.
- Prepare comprehensive narrative, statistical, and financial reports for county office, state, and federal agencies.
- Represent the county office at local, regional, state and federal meetings, conferences, in services, boards, councils, and events regarding assigned division and initiatives to support systems alignment and policy advancement.
- Serve as a technical resource to analyze various school and district or charter data to identify strengths; promote, coordinate, disseminate and otherwise manage assigned program(s) that comply with established Foster and Homeless pupil Federal and State laws, standards, requirements, educational practices, rules, regulations, policies and procedures.
- 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.
- 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:

- Administrative and training skills in planning and organizing work, maintaining schedules and timelines.
- Budget preparation and control.
- Cultural and socio-economic differences and impact on families.
- Current developments, literature, and varied sources of information regarding Foster and Homeless Youth Program Services oversight, education program delivery and operations.
- Data collection, management, and state/federal reporting requirements related to foster and homeless youth metrics.
- Effective strategies for improving student achievement in traditional public and/or charter school settings and programs, related to foster and homeless population and education Functions and mandates of assisted program(s) involved in serving foster youth and/or homeless students.
- Foster Care Systems.
- Planning, organization, control and direction of operations and activities of the Foster and Homeless Youth program.
- Principles and practices of public administration, supervision, and training of classified personnel.

- Planning, delivery, and coordination of professional development, workshops, and informational presentations for staff, school districts, and community partners.
- Public relations and speaking techniques.
- Record-keeping and report preparation techniques.
- State and Federal laws and regulations pertaining to Foster and Homeless pupils.
- 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, interpret, and utilize complex student data to identify program strengths, trends, and areas for improvement.
- Create refined written documents and deliver public presentations to effectively convey complex policies, laws, and procedures to personnel and the general public.
- Communicate effectively both orally and in writing.
- Deliver oral presentations and trainings.
- Direct staff assignments and review work to ensure compliance with established departmental plans, strategies, and procedures.
- Establish and maintain effective, collaborative working relationships with school district staff, placing agencies, juvenile courts, and community partners.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- 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 preferred.

EXPERIENCE:

- Five years of increasingly responsible experience in an educational setting serving foster and homeless youth.

LICENSURE AND OTHER REQUIREMENTS:

- 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: 06/26/2026