FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 204
RANGE: 142
NON-EXEMPT

EDUCATION SERVICES SPECIALIST

BASIC FUNCTION:
Under the direction of an assigned supervisor, establish and maintain academic support and service coordination for eligible students in an assigned program; assist students who are in foster care and/or identified as homeless; provide technical assistance regarding assigned program to school districts, organizations and agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Answer routine inquiries; provide information and technical assistance to school districts other agencies and organizations as needed.
- Assist in the development and implementation and/or provide technical assistance in the identification of student academic needs; develop education plans or service plan(s), monitor student progress; set long and short-term goals toward graduation requirements, increase academic achievement, reduce absenteeism, and reduce incidence of discipline problems for eligible students, as assigned.
- Assist with coordination of necessary services, including but not limited to academic counseling, supplemental instruction, tutoring, mentoring, transition support and/or college/ career/vocational development.
- Assist with preparations for a variety of meetings, committees, conferences, in-services, special events and trainings, as required.
- Collaborate with administrators and other personnel to ensure compliance with state and federal laws, rules and regulations.
- Communicate and collaborate with students, parents and/or guardians, school districts, outside agencies to exchange information and resolve issues and/or concerns.
- Enter, modify and extract data in assigned student database systems; maintain database of students and other data as related to students.
- Perform specialized activities in support of assigned program at assigned locations.
- Prepare and deliver oral presentations as assigned.
- Prepare and maintain a variety of records and reports related to assigned activities.
- 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:
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- May attend weekend and/or evening events.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Agencies and organizations involved in serving foster youth and/or homeless students.
- Current legislation governing placement, educational services and support services for foster youth and homeless students.
- Effective time management strategies in planning and organizing workload; work schedules and meeting deadlines.
- Foster care system.
- Organization of student and family services.
- Record-keeping and report preparation techniques.
- Staff development programs and 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:
- Coordinate and implement various student services.
- Deliver oral presentations and trainings.
- Follow through on assigned projects from inception to completion.
- Maintain records and prepare reports.
- Work in a multi-disciplinary setting.
- 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 little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor’s degree in Education, Counseling, Psychology, Social Work or related field preferred.

EXPERIENCE:
- Two years experience in an educational setting.
- Experience in social services, counseling or foster and homeless youth education services preferred.

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:
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- 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: July 1, 2003
Revised: August 25, 2015; March 30, 2017; November 14, 2017; April 29, 2020