



**INTERVENTION SPECIALIST – FCMAT  
(Fiscal Crisis Management Assistance Team)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Under the direction of the Chief Executive Officer (CEO) of the Fiscal Crisis and Management Assistance Team (FCMAT)

The Intervention Specialist - FCMAT may be responsible for performing hands-on highly technical functions in assistance to California K-12 school districts, county offices of education, and charter schools. The Intervention Specialist will assist in day-to-day administration of FCMAT: to coordinate the statewide implementation and operation of FCMAT; manage technical staff; and obtain the cooperation and consensus of diverse stakeholder interests. The Intervention Specialist – FCMAT will provide direct technical assistance to districts related to the implementation of the Local Control Funding Formula (LCFF), LCAP and the most recent laws regarding accountability, assessment, parent engagement and the interaction between fiscal and program. The Intervention Specialist – FCMAT may also be required to develop and present training or procedural guidelines for use by Local Education Agencies (LEA's).

**ESSENTIAL FUNCTIONS:**

1. Implement a commonly shared set of expectations for FCMAT assistance to districts with analysis and support of LCFF/LCAP development, implementation, and monitoring systems including the use of data and the administration of the California Longitudinal Pupil Achievement Data System (CALPADS).
2. Responsible for managing FCMAT operations and professional and support staff based in the Bakersfield office and participating in FCMAT services to county offices of education, school districts, charter schools, and community college districts.
3. Take direction from the CEO to support the organization's goals and requirements in the area of collaboration with other statewide control agencies, presentations, and programs designed to provide information and training to educational constituents.
4. Act as the FCMAT liaison to the Kern County Superintendent of Schools leadership team and as a facilities liaison with the Office of Public School Construction.
5. Coordinate professional services, system analyses and design, project management, client support, long-range planning and communications necessary to further develop FCMAT operations.
6. Provide assistance to districts with the evaluation of instructional programs, curriculum, materials, and common core state standards.
7. Organize or participate on FCMAT AB1200 reviews, comprehensive assessments, and fiscal interventions; and develop and implement special projects directed towards building internal fiscal and operational capacities in educational agencies.

8. When required, the Intervention Specialist – FCMAT will be assigned to certain high level jobs/responsibilities that may require extended stays outside of the Kern County area. These responsibilities may include, but not be limited to: on-site management of review teams, comprehensive reviews, analyzing LCAPs, organizational chart models, on-site technical assistance for LEAs, developing training and procedural guidelines for LCAP implementation and tracking.
9. Prepare written reports and develop sample procedural documents in accordance with FCMAT standards.
10. Attend all FCMAT staff meetings and training sessions at the central FCMAT location in Bakersfield, and FCMAT board meetings when required.
11. May be directed to participate in statewide presentations for staff development training to LEA fiscal and management staff and interact with the Legislature, Governor's office and the California Department of Education.
12. Maintain knowledge of and provide coordination and integration with relevant state and national education initiatives and other efforts that affect the California public education system.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of California public school curriculum, Local control funding formula and local control accountability plan SBE regulations, local governance, and compliance with regulations.
2. Knowledge of K-12 Public Education format, processes and procedures.
3. Knowledge of LCAP State Board of Education (SBE) regulations, template, processes, requirements, analysis rubrics and implementation.
4. Knowledgeable in research, principles and practices for providing relevant learning resources in a variety of formats and technologies to meet the diverse needs of all learners.
5. Expertise in effective methods, materials, diagnostic techniques, prescriptive strategies California State EL Standards and Benchmarks for English Learners; research-based teaching strategies, differentiated instruction, professional learning communities.
6. Knowledge of the California Education Code and Governmental Code sections related to education.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to manage and administer large and complex statewide programs and projects.
2. Ability to work independently and supervise diverse team members.
3. Successfully interface with LEA staff, technical consultants, and multi-faceted agencies.
4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS**

A. Education:

1. Bachelor's degree required.
2. Master's degree preferred.
3. Administrative Credential required.

B. Experience:

1. Proven interpersonal, group facilitation and technical skills consistent with the goals and objectives of FCMAT.
2. Five years' experience as an assistant superintendent at a school district or county office of education preferred.

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9/22/15  
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