

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DIRECTOR II – KERN INTEGRATED DATA SYSTEM (KIDS)

Certificated Job Description

IMMEDIATE SUPERVISOR:

Administrator, Continuous Improvement Support

ESSENTIAL FUNCTIONS:

1. Manage and supervise all aspects of the daily operations of the Kern Integrated Data System (KIDS) including direction, coordination, and planning of data systems, services, and activities.
2. Organize, control, and direct the vision, marketing, product management, operations, and activities of the Kern Integrated Data System department; providing data, data warehousing, and dashboard systems; and services to schools, districts, and county offices, and other agencies.
3. Provide leadership in the establishment, implementation, and evaluation of the professional learning and staff for Kern Integrated Data System customers.
4. Direct the daily operations of the Kern Integrated Data Support team, including problem solving, staff management, system design and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition, and installation.
5. Monitor legislation applicable to data usage and storage and ensure compliance to laws (e.g. CIPA, COPPA, FERPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy, laws industry regulations, and other applicable compliance mandates.
6. Coordinate, conduct, and evaluate professional development and in-service trainings for educational administrators, teachers, and instructional support personnel, including workshops, institutes, and technology based training opportunities.
7. Communicate with administration, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. Communicates with others via meetings, phone calls, e-mail, and video conference.
8. Provide technical expertise, information, and assistance to all KCSOS administrative leaders.
9. Facilitate user groups, collaboration meetings, and other methods to promote regular feedback on the KIDS user experience to assist KCSOS with strategic goal setting.
10. Prepare budgets, reports, contracts, and agreements for service.
11. Supervise and evaluate the performance of assigned certificated and classified staff.
12. Represent the county office at professional meetings.
13. Work with professionals, community committees, organizations, and institutions as well as other agencies at the local, state, and national levels to promote Kern Integrated Data Systems.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in education.
2. Ability to provide leadership in committees, workshops, and various types of group meetings.
3. Ability to articulate ideas and information effectively to others.
4. Ability to effectively communicate appropriate information to peers, staff members, and the public.
5. 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.
6. 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 drive people, process, project management, and technology transformation in a dynamic and complex operating environment.
2. Knowledge of the Common Core State Standards and state assessments
3. Possession of a broad repertoire of pedagogical skills.
4. Ability to analyze data and situations, make recommendations, and solve problems effectively and efficiently.
5. Ability to structure, organize, direct the department's diverse activities, and to evaluate department staff.
6. 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. California Teaching Credential required.
2. Administrative Services Credential required.
3. Master's or doctorate degree required.

B. Experience:

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience in developing, implementing, and evaluating instructional programs and/or data systems.

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