**KCSOS Business Office**

**Training Program**

**Purpose**

The KCSOS business office training program is targeted to produce qualified Kern County school district business office personnel. The five month program provides training that takes place from 3:00-5:30 p.m. three to four times each month. Instructors are qualified and experienced CBOs, typically with 10 years or more of experience. This program is unique because of the following major components:

1. Training involves hands-on experience
2. Training program is free to participants

It is our intent to assist school districts in filling CBO and business office vacancies throughout Kern County with qualified personnel. We developed the training based on the state certified program for CBOs. In order to receive a certification of completion the applicant must attend at least 90% of the classes. Instruction will be given in each major functional area, including school finance, accounting, budgeting, facilities and maintenance. The curriculum reflects the current functions and responsibilities required of district business office staff.

Applications are due February 11th by 5:00 p.m. We will be choosing 10 candidates for this cohort. Please e-mail your application, signed by your Superintendent, to Karen Brown at [kabrown@kern.org](mailto:kabrown@kern.org).

Timeline:

February 12-23, 2014 – Selection of participants

February 24 -2014– Notification of participants

March 5th 2014 - First class date

Qualifications:

A successful candidate should currently have or show potential in the following areas:

* Involved in some facet of school business (desirable but not required)
* School Finance
* Computer literacy, spreadsheet software
* Sensitivity to confidential issues
* Logical thinking skills
* Analytical abilities
* Facilitation skills
* Leadership
* People skills, ability to communicate well with others
* Career objective to become a fully qualified CBO
* Written and oral communication skills

Selection Process:

An independent panel will review the applications and recommend 10 participants in this second cohort. If a candidate is not selected, it does not necessarily mean that they are not a viable candidate. Candidates may reapply in the following year.