

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

**CHIEF ACADEMIC OFFICER**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Designated Associate, Deputy, or Assistant Superintendent

**ESSENTIAL FUNCTIONS:**

1. Exercise authority and commensurate with established policy and procedures of the office for effective administration of programs, personnel, facilities, and fiscal management of all departments of the Division of Instructional Services including Curriculum, Instruction & Accountability, Migrant Region V, School Community Partnerships, Community Connection for Child Care (CCCC), Kern County Children's Dental Health Network, and Early Childhood Council of Kern.
2. Develop and direct the implementation of goals, objectives, and work standards of the division.
3. Develop, implement, interpret, and evaluate practices to meet legal requirements, policies, and procedures related to division specific function.
4. Monitor developments, perform analysis, and provide input on legislative matters related to Curriculum & Instructional practices, Migrant Education, Child Care, and other division areas.
5. Coordinate time and assignments of division staff members.
6. Administer student grant, scholarships, and award programs.
7. Actively represent this office in community service programs and organizations as may be specified by the County Superintendent of Schools.
8. Actively represent this office in inter-regional, state and national committees and task forces committed to the management, coordination and improvement of instructional services.
9. Organize and administer activities within the area served by this office designed to strengthen and improve instructional services, including:
  - a. Inservice programs for staff members of this office and of client schools.
  - b. Surveys, investigations and assessments of innovative and evolving changes in the area of instructional services.
  - c. Inter-district articulative and cooperative instructional projects.
  - d. Long-term planning for optimum utilization of the resources of this office committed to delivery of effective instructional services.
  - e. Cooperative instructional projects and activities done with other county offices around the state.

- f. Provide the leadership for staff members of the Division to remain abreast of the latest trends, innovations and practices of public education so that these may be shared with client schools when appropriate.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Plan, organize, administer, review, and evaluate a broad educational support services operation.
2. Select, train, motivate and evaluate assigned staff.
3. Develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls.
4. Analyze complex problems, evaluate alternatives and make sound, creative recommendations.
5. Exercise sound independent judgment and initiative within established guidelines.
6. Establish and maintain effective working relationships with those encountered in the course of the work.
7. Represent the office in meetings with others.
8. Prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials.
9. 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.
10. 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. Knowledge of theory, principles, practices, and techniques of education, including current trends and practices.
2. Knowledge of administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.
3. A command of knowledge in the fields for which he or she has responsibility (and also in other fields as they relate) and a capacity for its replenishment and expansion.
4. Ability to interpret the California Education Code, Federal Migrant Education Regulations and applicable local, state, and federal legislation.
5. 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. Must hold a Master's degree.
2. Must hold a valid California Administration credential.

B. Experience:

1. Must have two years' successful experience as a classroom teacher.
2. Must have three years' successful experience in a position requiring an Administration or Supervision credential.

TS: gs

7/14/15

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