

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
CHIEF DEPUTY STATE AND LOCAL INITIATIVES**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Kern County Superintendent of Schools

ESSENTIAL FUNCTIONS:

1. Plan, organize, direct and manage the state and local initiatives such as workforce development, adult education, and career technical education (CTE).
2. Collaborate with K-14 public and private partners to develop a county office structure to support CTE, career readiness, and college preparedness programs countywide.
3. Develop workforce development and business partnerships to create internship and apprentice opportunities for students.
4. Provide overall leadership, guidance and technical assistance on state and local initiatives analysis and implementation.
5. Meet and communicate with the state, local policymakers and other related entities on behalf of KCSOS and Kern County School Districts regarding state and local initiatives.
6. Plan, organize and conduct presentations on behalf of the KCSOS to school district senior administrative staff and the public related to state and local initiatives.
7. Represent KCSOS on local and state appointed committees and panels.
8. Present at various state and local conferences and workshops on state and local initiatives.
9. Engage nonprofit groups to assist with college and career partnerships.
10. Assist with designing and implementing a KCSOS LCAP support structure for districts.
11. Provide leadership in various local and state initiatives as directed by the County Superintendent and Associate Superintendent. Participate as a member of KCSOS Senior Cabinet.
12. Act as interim Superintendent at local school districts as needed, upon direction of the County Superintendent.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Possess knowledge of and willingness to stay abreast of trends, innovations and practices in school administration and finance.

2. Thorough knowledge of California school law and instruction, as well as the issues affecting public school finance and school business, curriculum and instructional and operational management in California.
3. 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.
4. 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. Have the proven ability to communicate effectively, both verbally and in written materials.
2. Relate and communicate with school administrators, board members, elected officials, community leaders, media staff and the public.
3. Have the demonstrated ability to work harmoniously with the staff, administrators, school boards, state agencies, elected officials and the public both as a leader and group member.
4. "This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details."
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire 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 or Doctorate degree.
2. Administrative Credential required.

B. Experience:

1. Five (5) years of experience in Public school administration is required, superintendent experience desired.